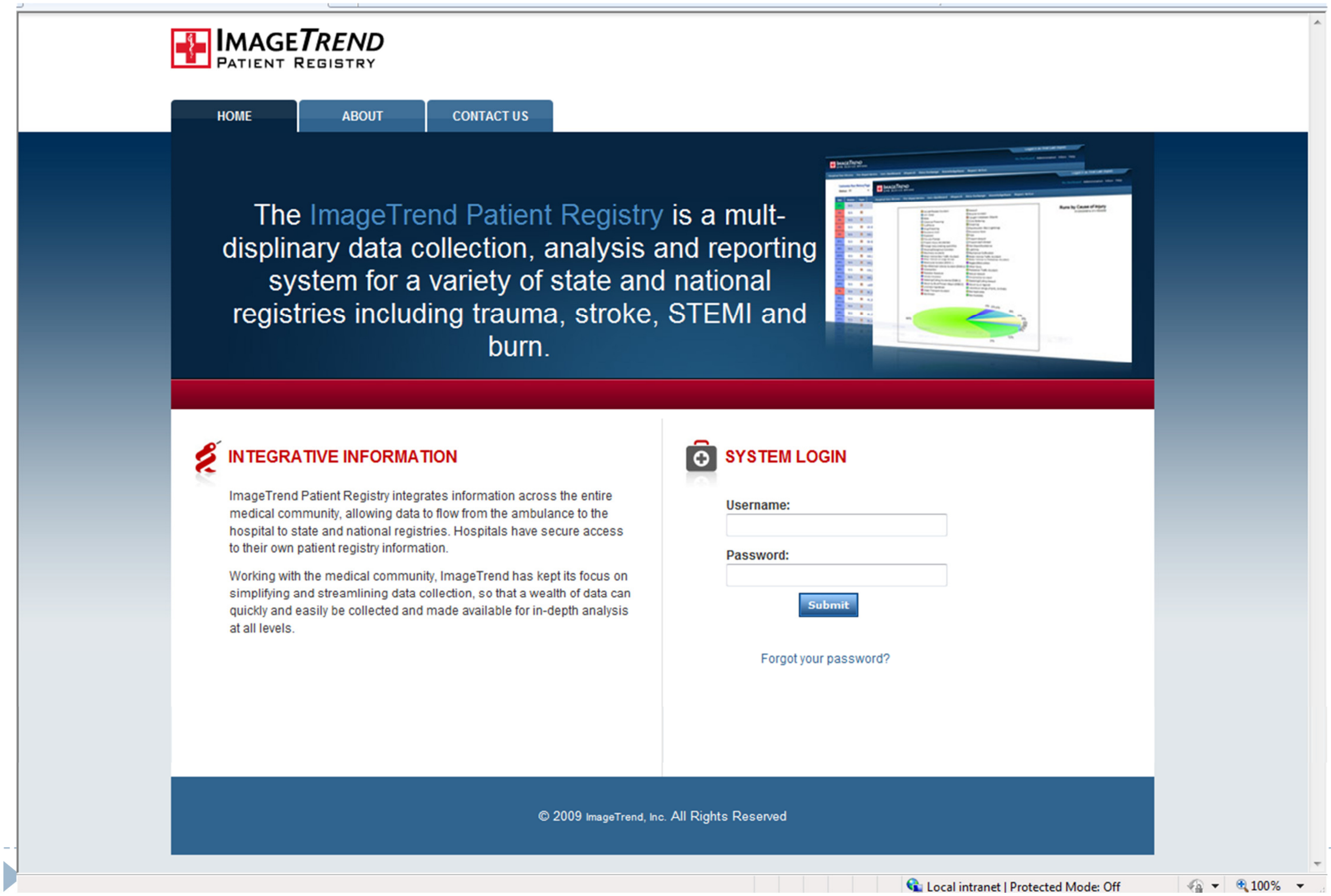
Indiana Patient Registry Training

User Guide

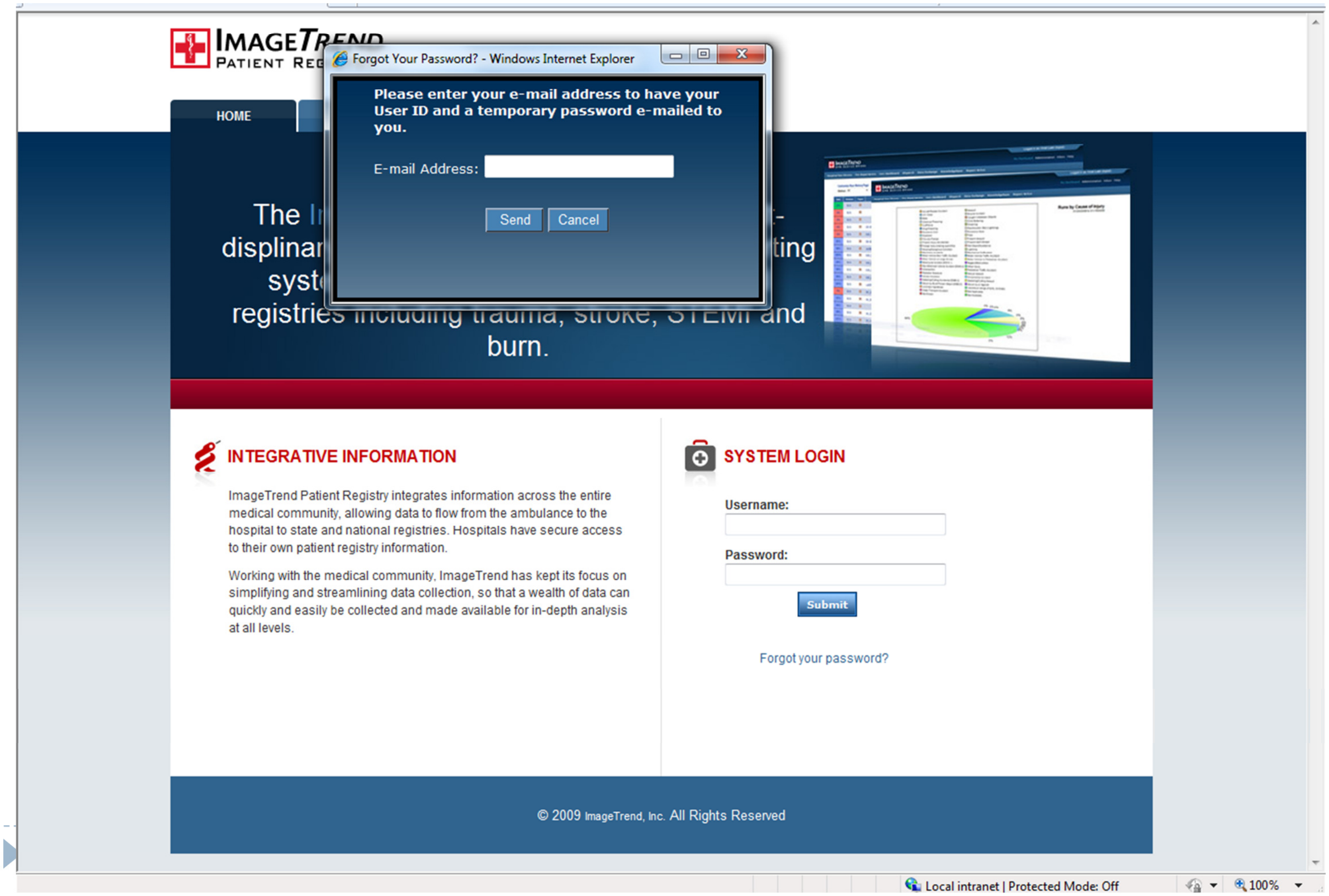
Basic information in regards to the structure and use of the Indiana Patient Registry. This training covers the common features and system requirements.

System Login Screen - https://indianatrauma.isdh.in.gov



When you type in the Indiana Patient Registry web address, you will be directed to the System Login Screen. Enter your username and password and press the “Submit” button.

System Login Screen (2)



If you forget your password, you will be prompted to submit your email address, which will then allow the system to send you a temporary password.

Data Privacy Statement Screen

I agree to the following Data Privacy Statement. Yes No

PLEASE READ THIS PRIVACY STATEMENT CAREFULLY

By accepting this Data Privacy Statement, you agree to keep the information contained within this site private and confidential. Any reporting or exporting of data must be done securely using industry standards and best practices for data privacy and adhering to all applicable federal and state data privacy requirements. It is the responsibility of the user to ensure that all applicable requirements are adhered to.

The State has taken steps to ensure that all information contained within this site is secure to protect against unauthorized access and use. All information is protected by our security measures, which are periodically reviewed. Information is protected through the use of passwords, strictly controlled server access, physical security of the hosting site, and 128-bit SSL encryption.

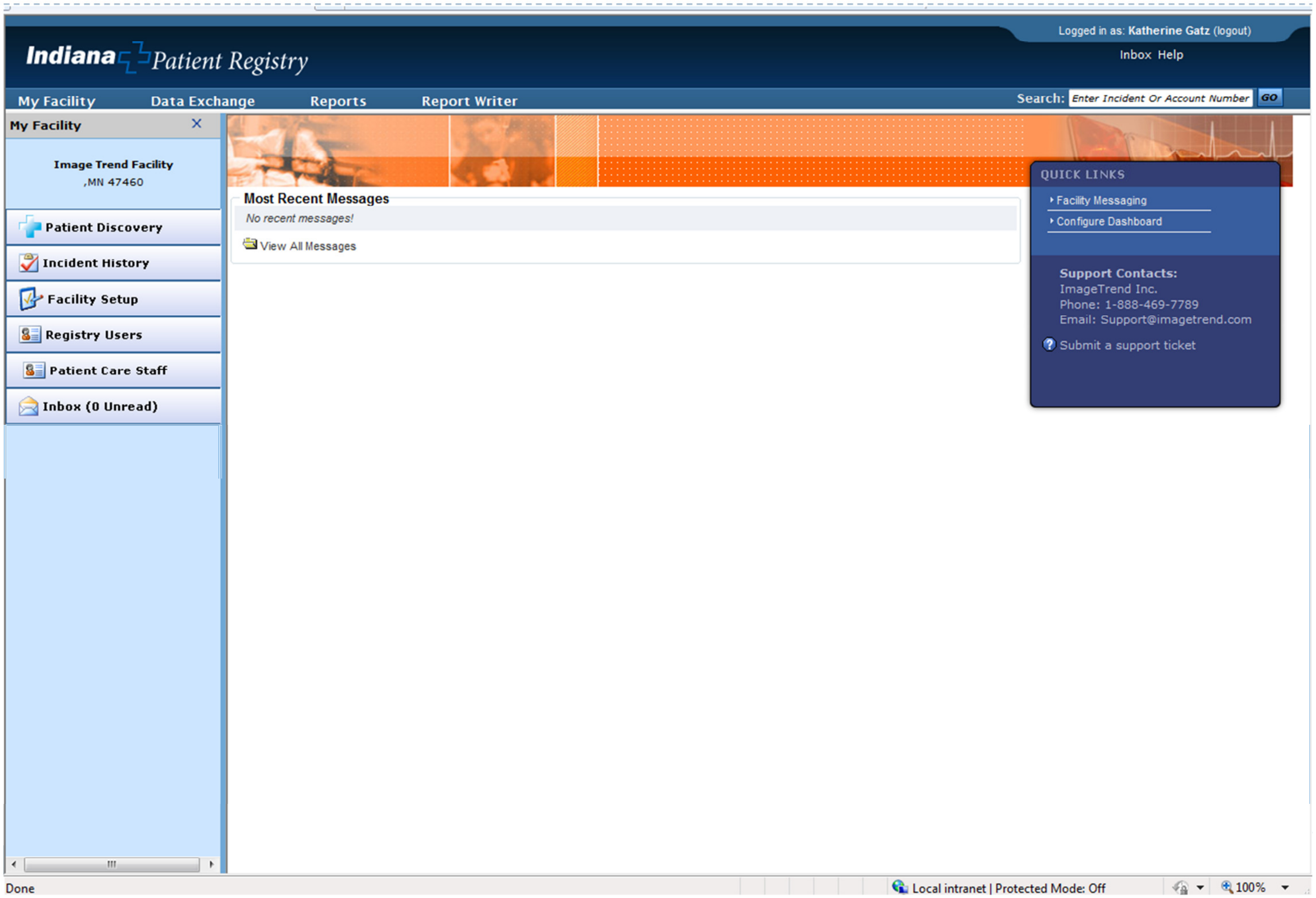
Although the State can assure the security and privacy of the data that has been submitted, we have no control over how individual users may handle their own data, either before or after they have submitted data. In order to protect the security and privacy of your records before or after you have submitted data, we recommend adopting the following procedures/practices:

1) Do not send incident records via email. Email does not offer the same level of security as submitting data via the internet to the ImageTrend Trauma Bridge because it is not encrypted.
2) Only assign user names and passwords to individuals who have responsibility for the ImageTrend Trauma Bridge.
3) Regularly change passwords.

If you have questions about the Privacy or Security of this site, please contact: support@imagetrend.com

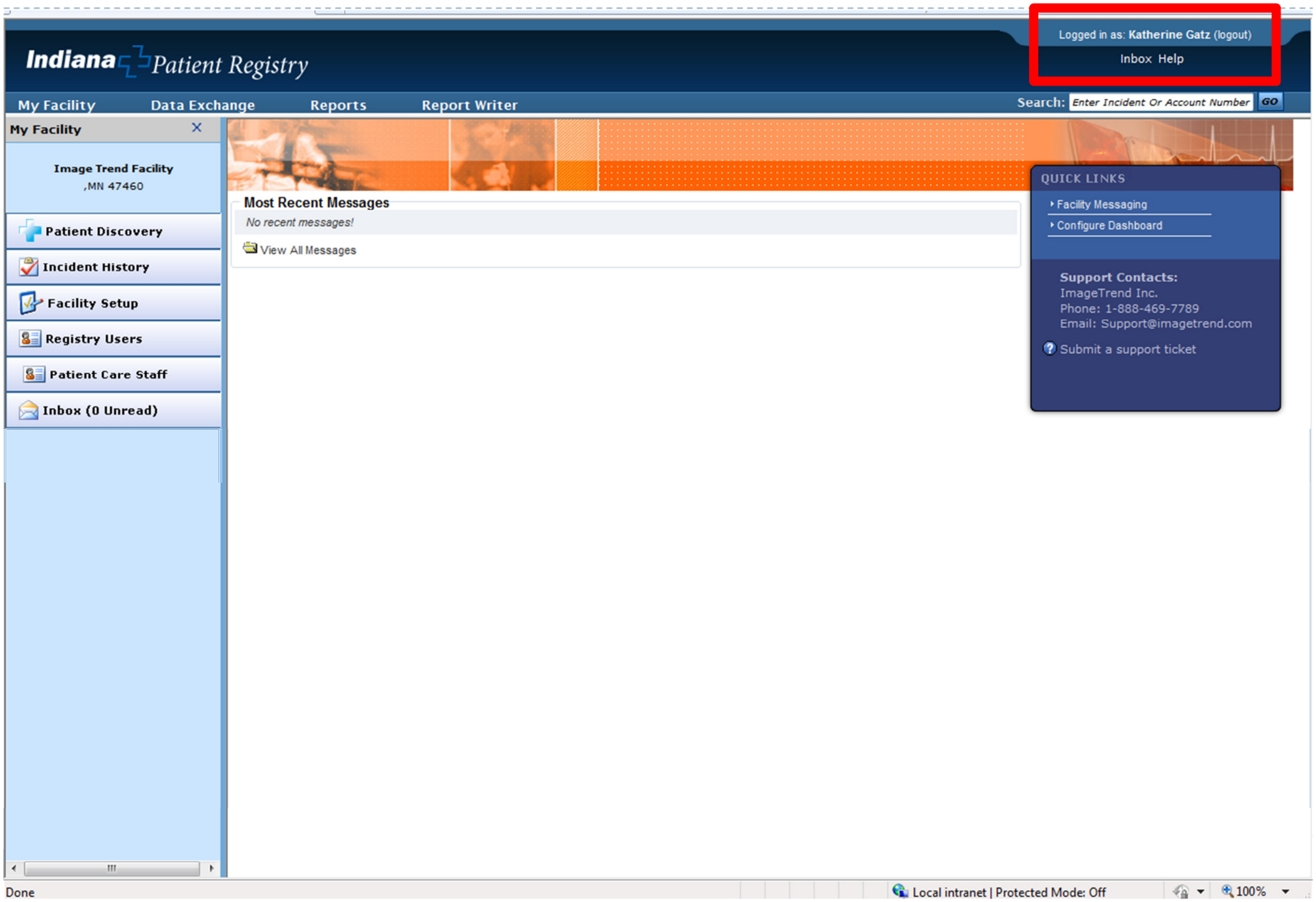
You must read and agree to the Data Privacy Statement every time you log on to the Indiana Patient Registry. Agreeing to the terms automatically creates a user history and trail of site access in order to comply with HIPAA requirements. Click “Yes” to continue to the main registry screen.

Indiana Patient Registry Screen



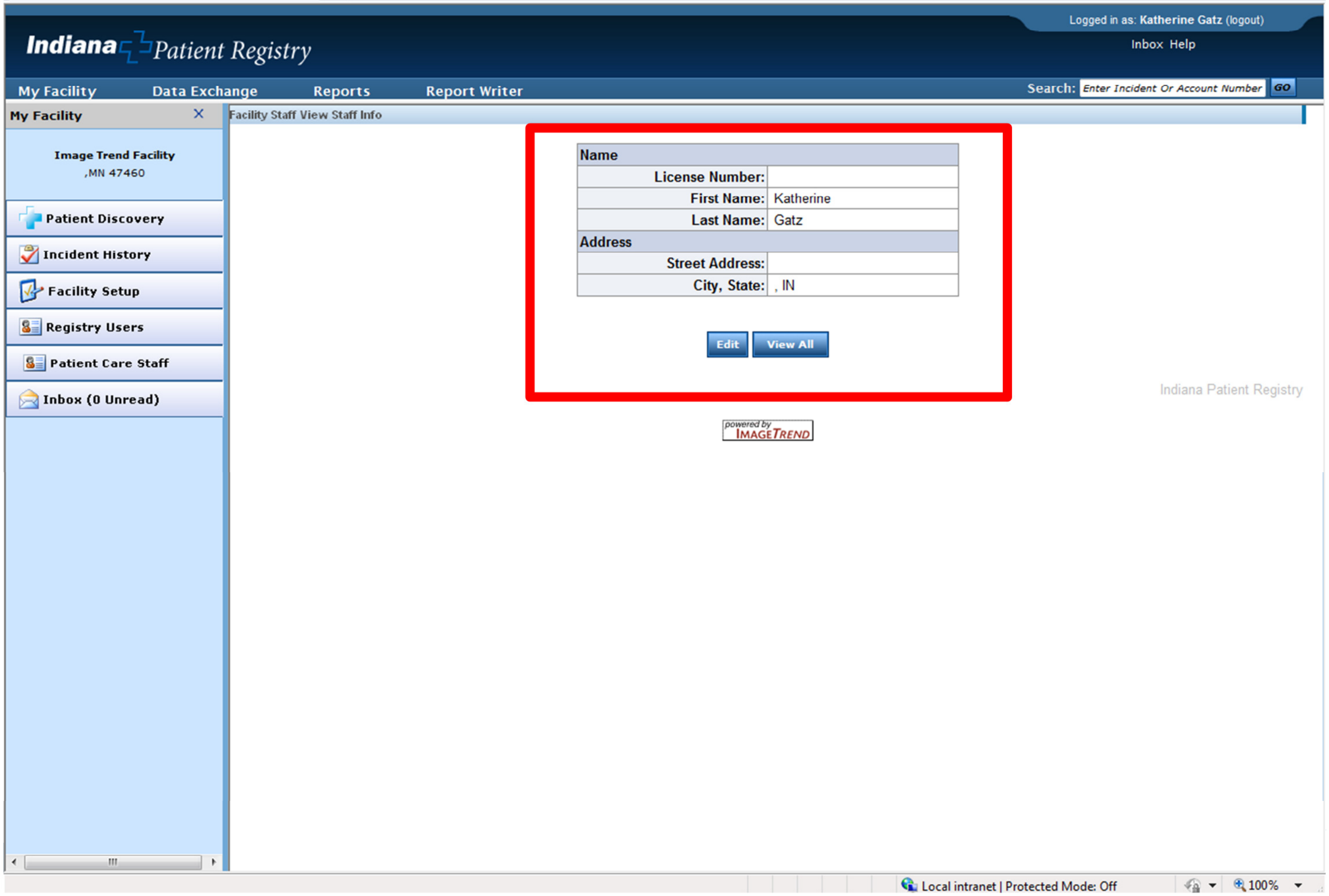
This is the main page of the Indiana Patient Registry.

Indiana Patient Registry Screen (2)



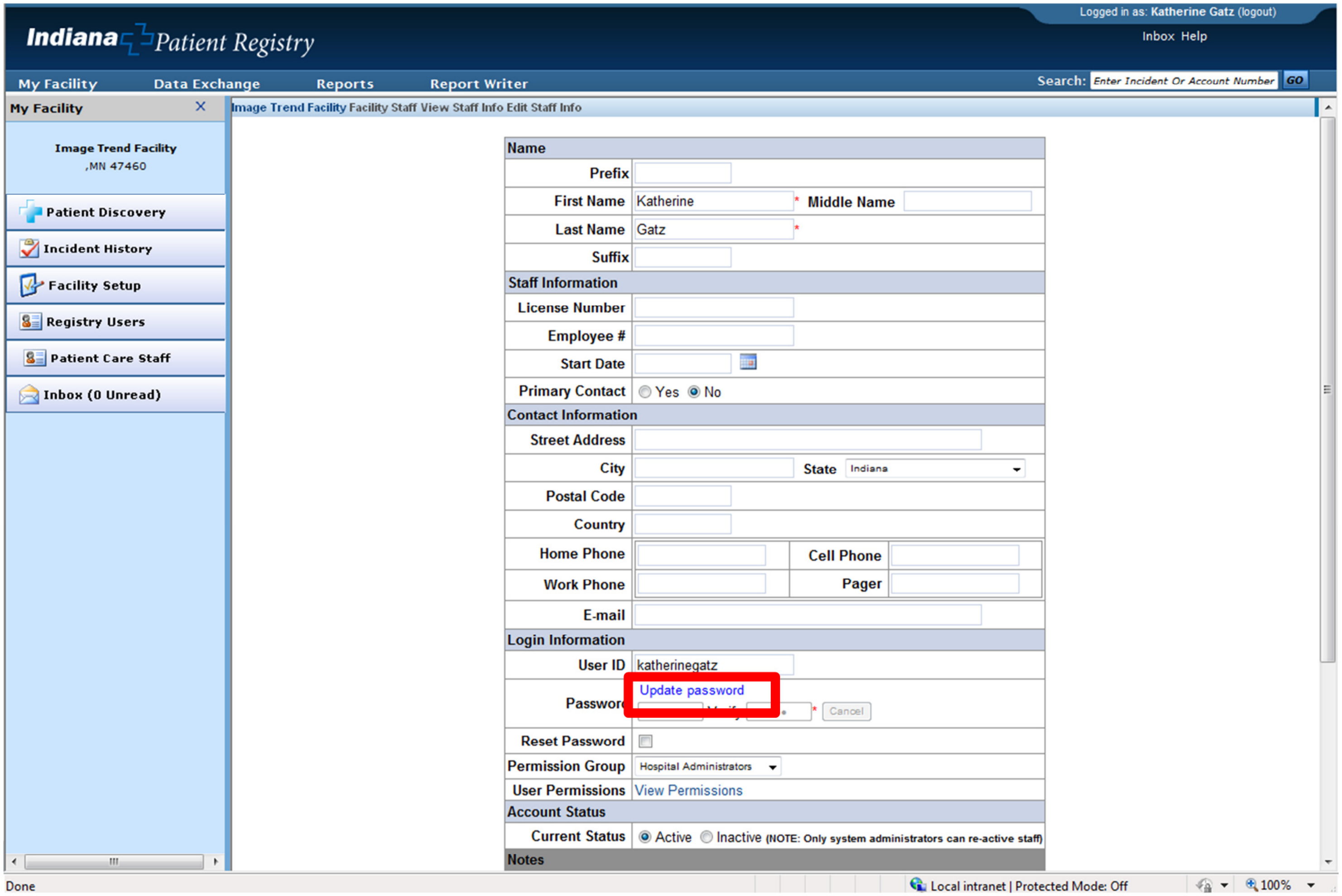
In the top right-hand corner of the screen is your name.

User Information



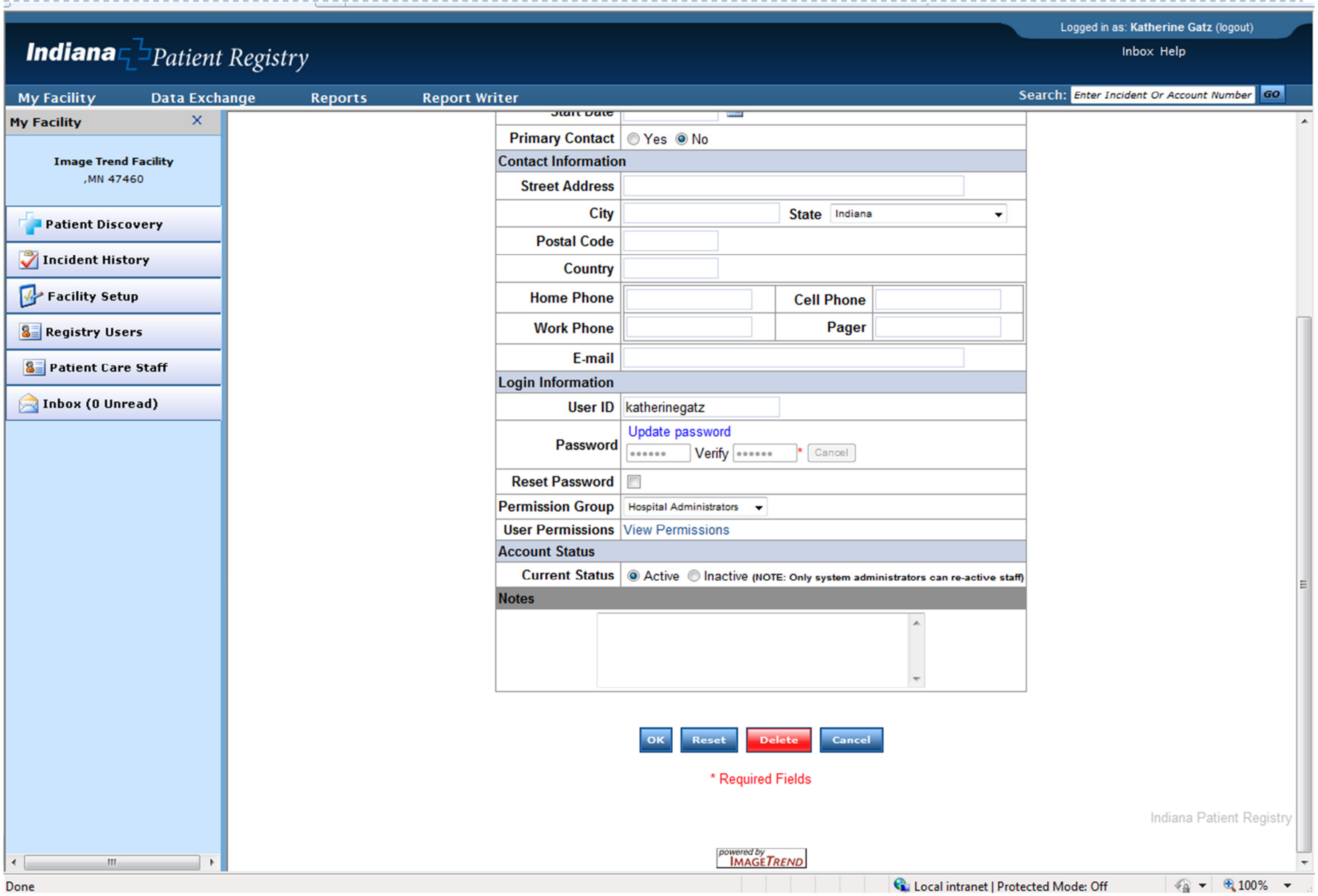
When you click on your name in the top right-hand corner of the screen, you are brought to a page that shows you your basic contact information. Click the "Edit" button to change any of your contact information.

User Information (2)



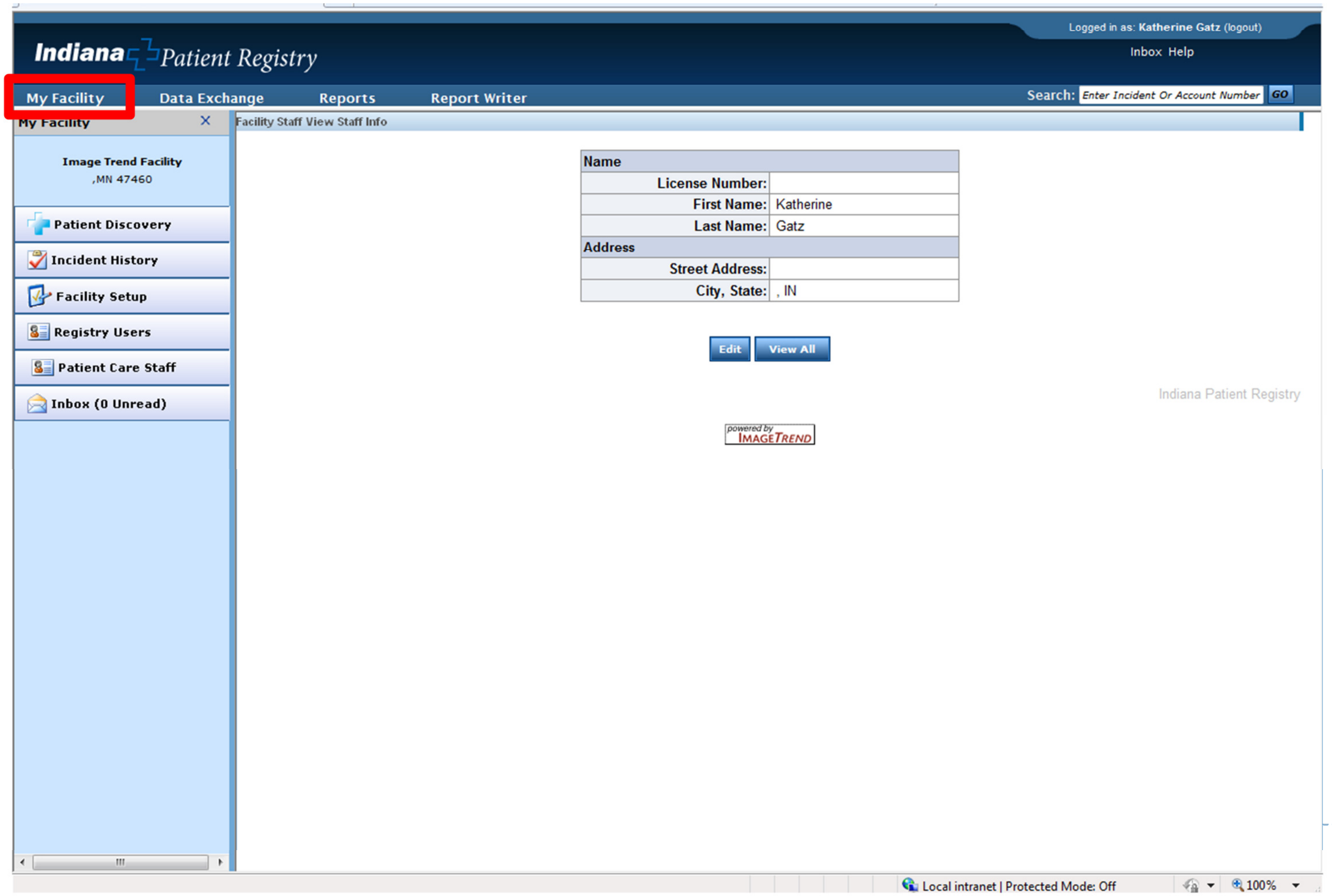
When you click on the "Edit" button, you are brought to a screen that shows all of your contact information. If you need to change your password, you can do so on this page by clicking on the words "Update Password".

User Information (3)



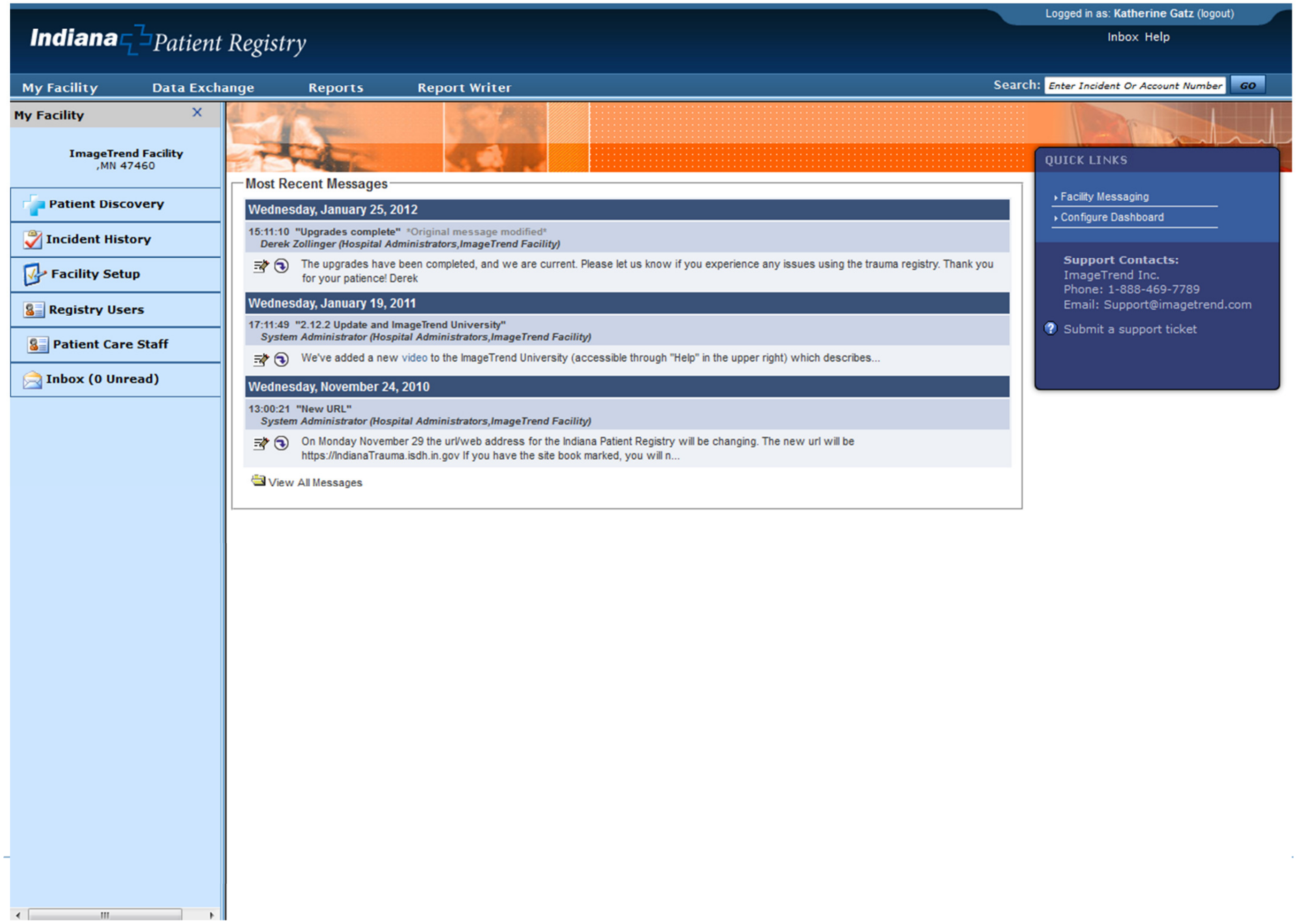
After you are done updating your contact information, click the “Ok” button. It is not recommended to delete a user if they no longer work for your hospital. The better option is to deactivate their account. If there are any questions regarding how to deactivate or delete an account, you should contact the state of Indiana’s Trauma Registry Manager.

User Information (4)



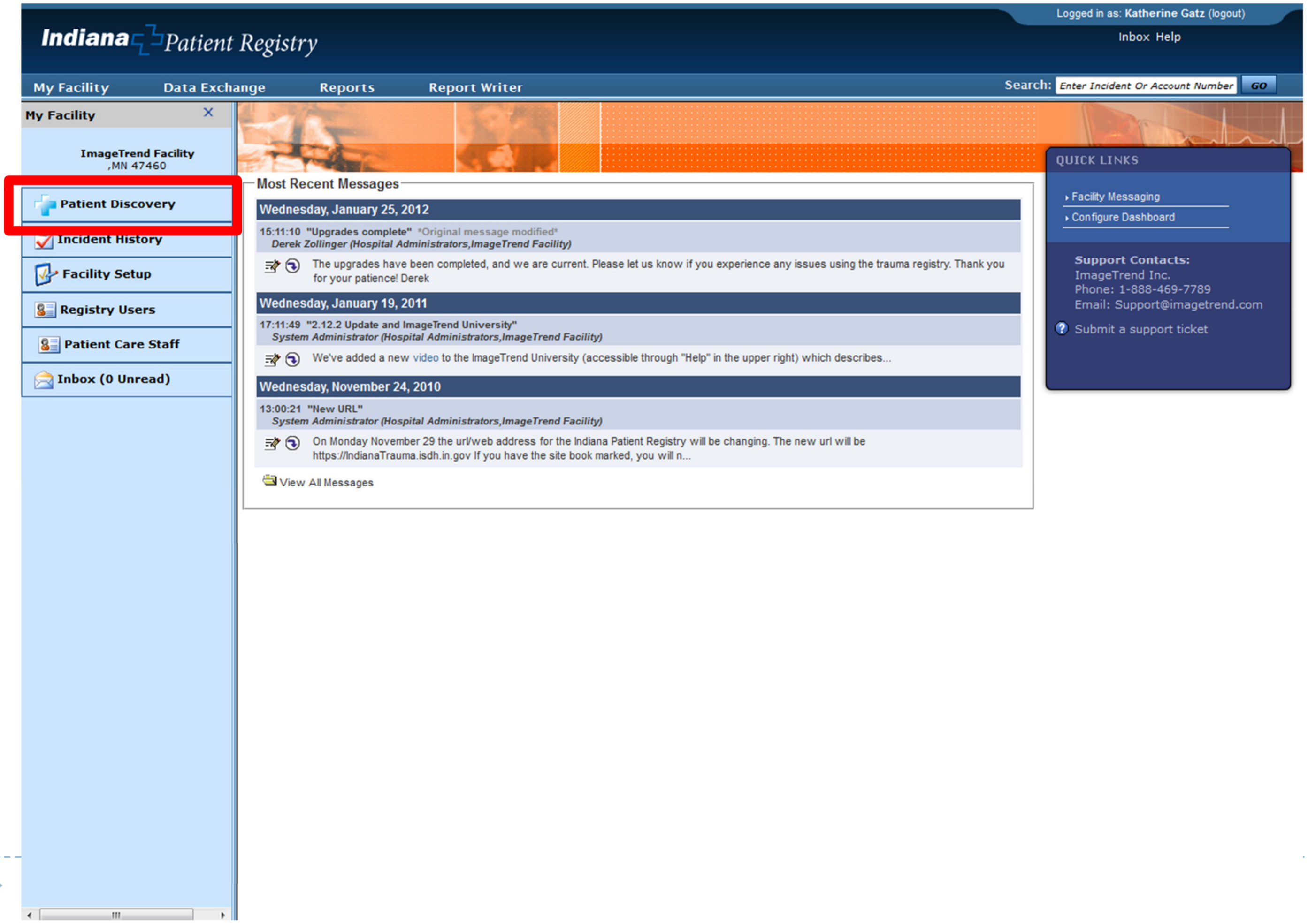
To return to the main screen click on the “My Facility” icon in the top left corner.

My Facility Screen



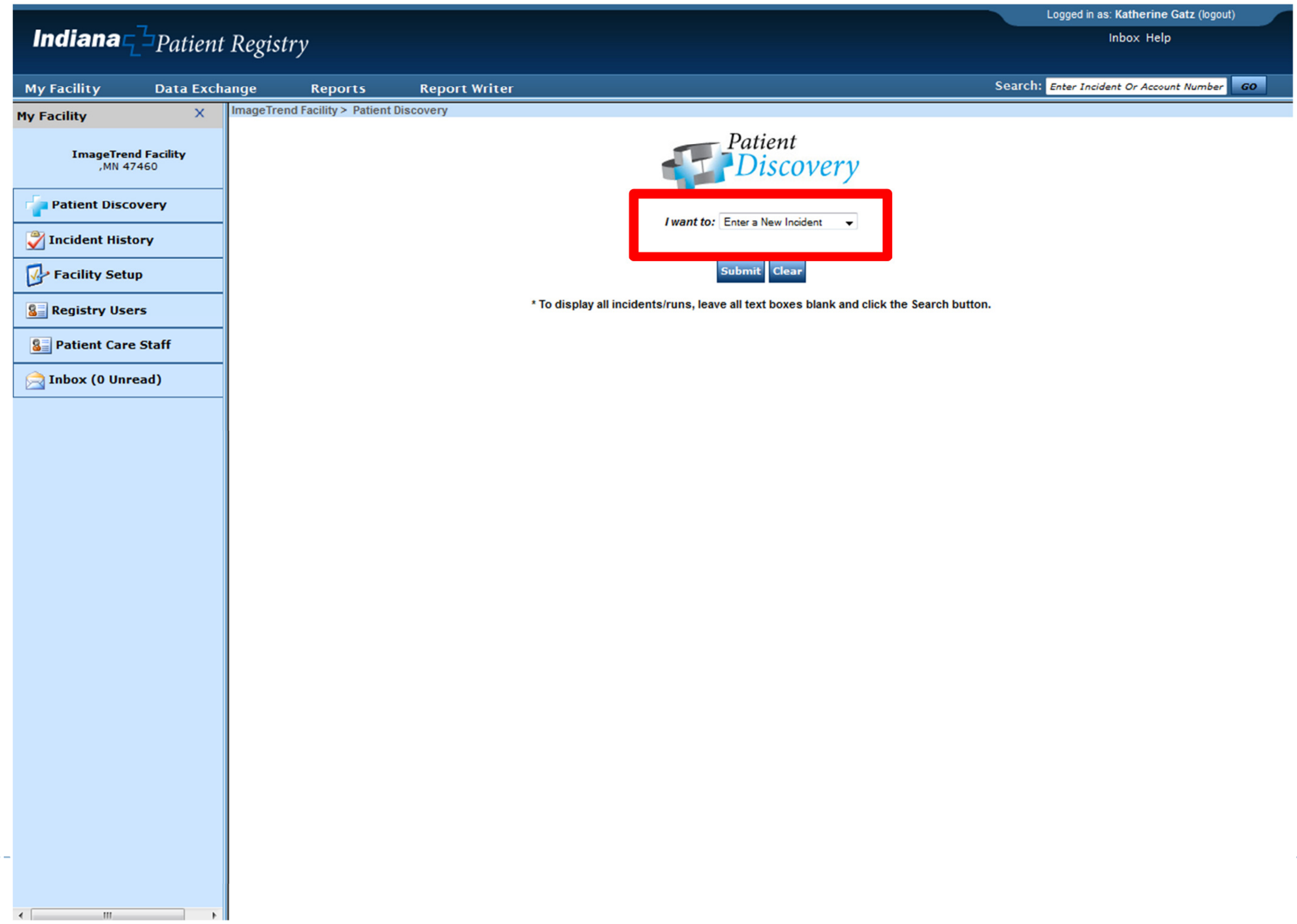
On the left-hand side of the screen is the “My Facililty” tabs that you can select from as a user. In the middle of the screen are recent messages from the State Department of Health or ImageTrend. On the right-hand side of the screen you have quick links and you can contact ImageTrend if there are issues.

My Facility Screen (2)



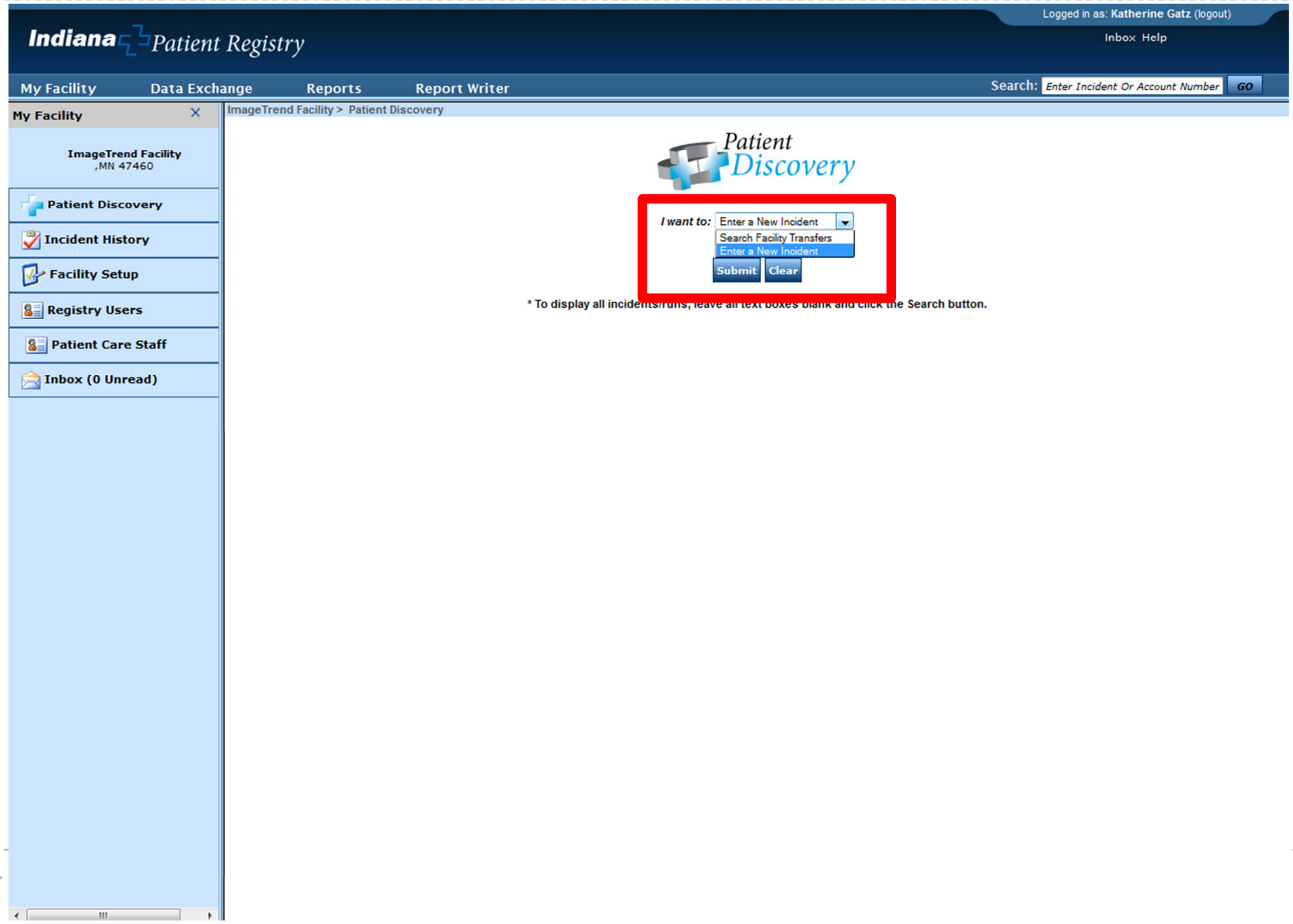
Click on the “Patient Discovery” icon to create a new incident.

Patient Discovery Screen



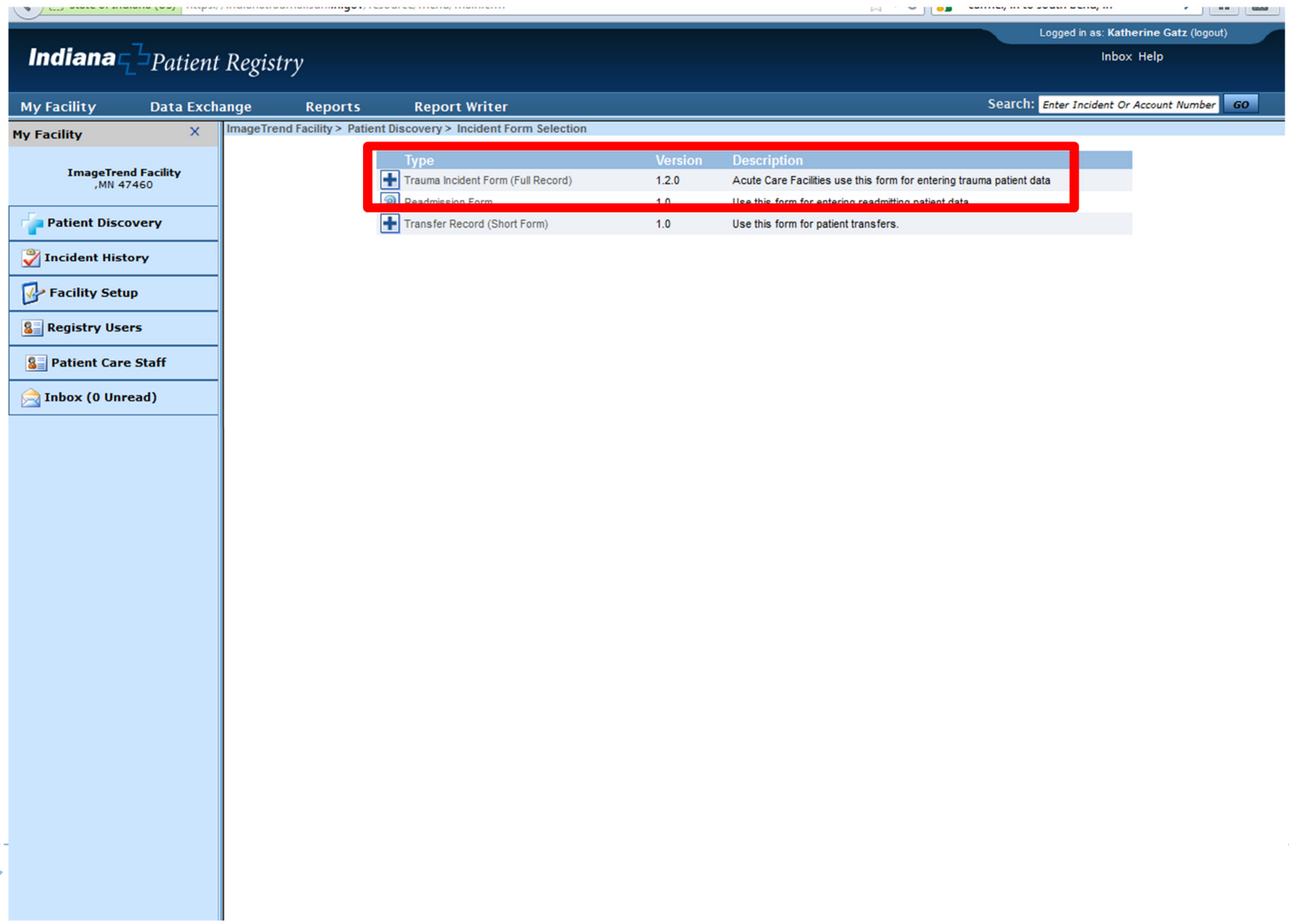
This is the main screen of the Patient Discovery page. In the middle of the page there is a drop down menu titled “I want to:”. Clicking on the down arrow will allow you to see the options you can choose from.

Patient Discovery Screen (2)



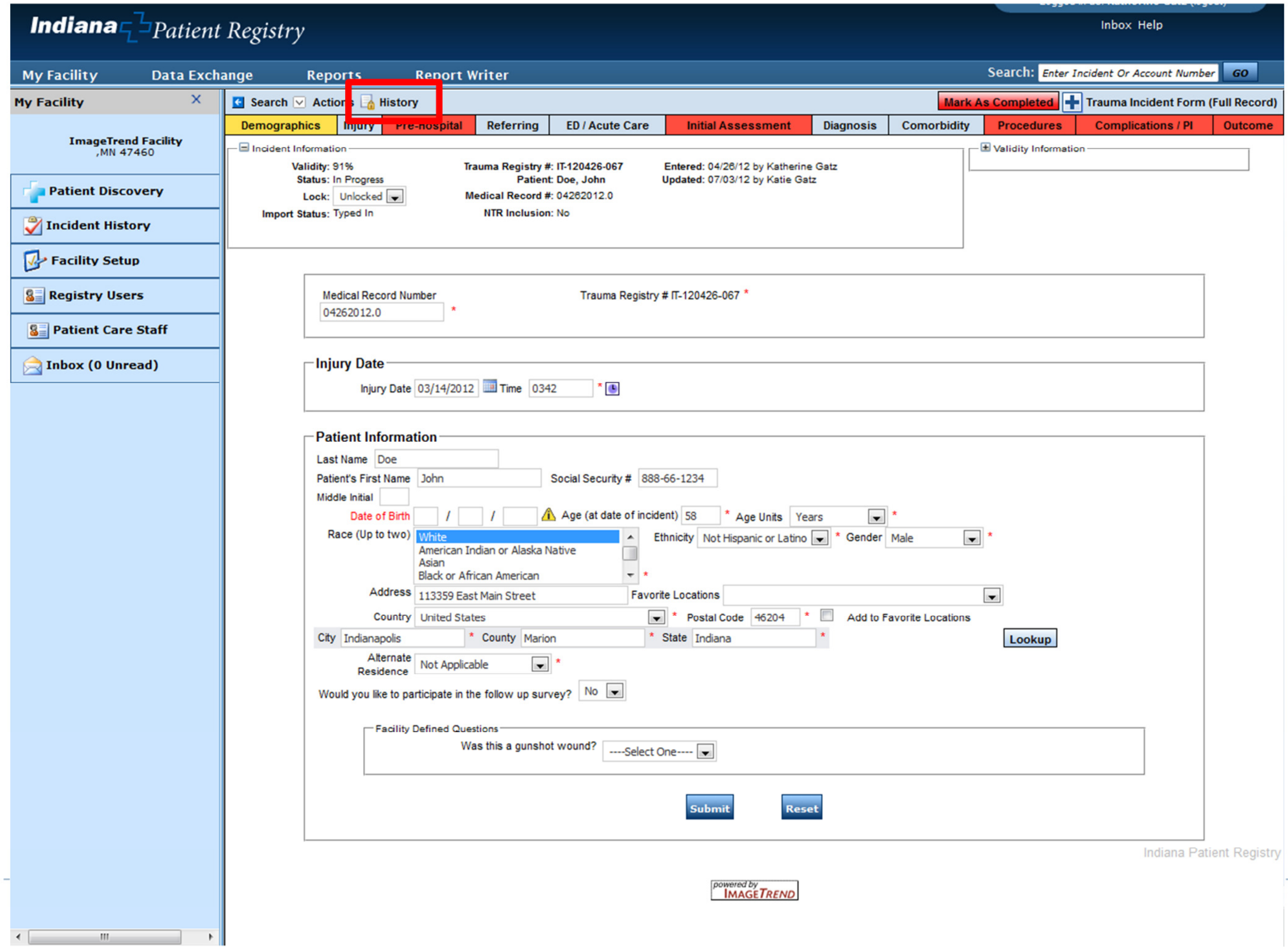
"Search Facility Transfers" allows you to search for a patient that was transferred to your facility from another facility. In order to use this function, the previous hospital has to 1) use ImageTrend as their main vendor or 2) upload the patient's information. "Enter a New Incident" will allow you to start a new record. Today we will "Enter a new Incident" and click the "Submit" button.

Form Type Screen



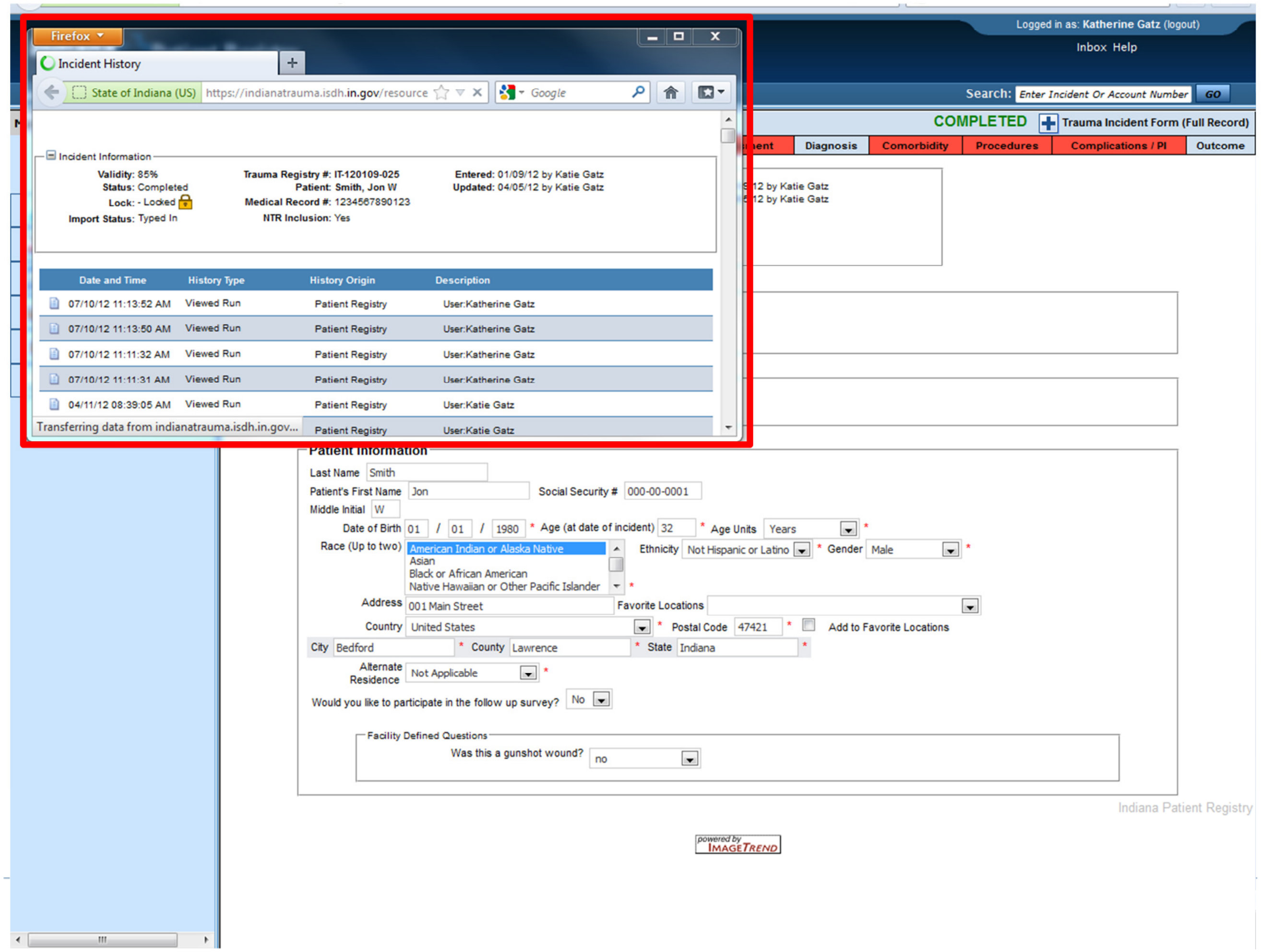
It is recommended to use the “Full Record” because this will allow you to complete the data set required by the National Trauma Data Bank, as well as collect additional elements that will be useful when performing analysis for improvement purposes in the future. Clicking on the Form Type will allow you to start a new incident. Please follow instructions on how to abstract a chart from this point forward if you are entering a new patient incident.

History Icon



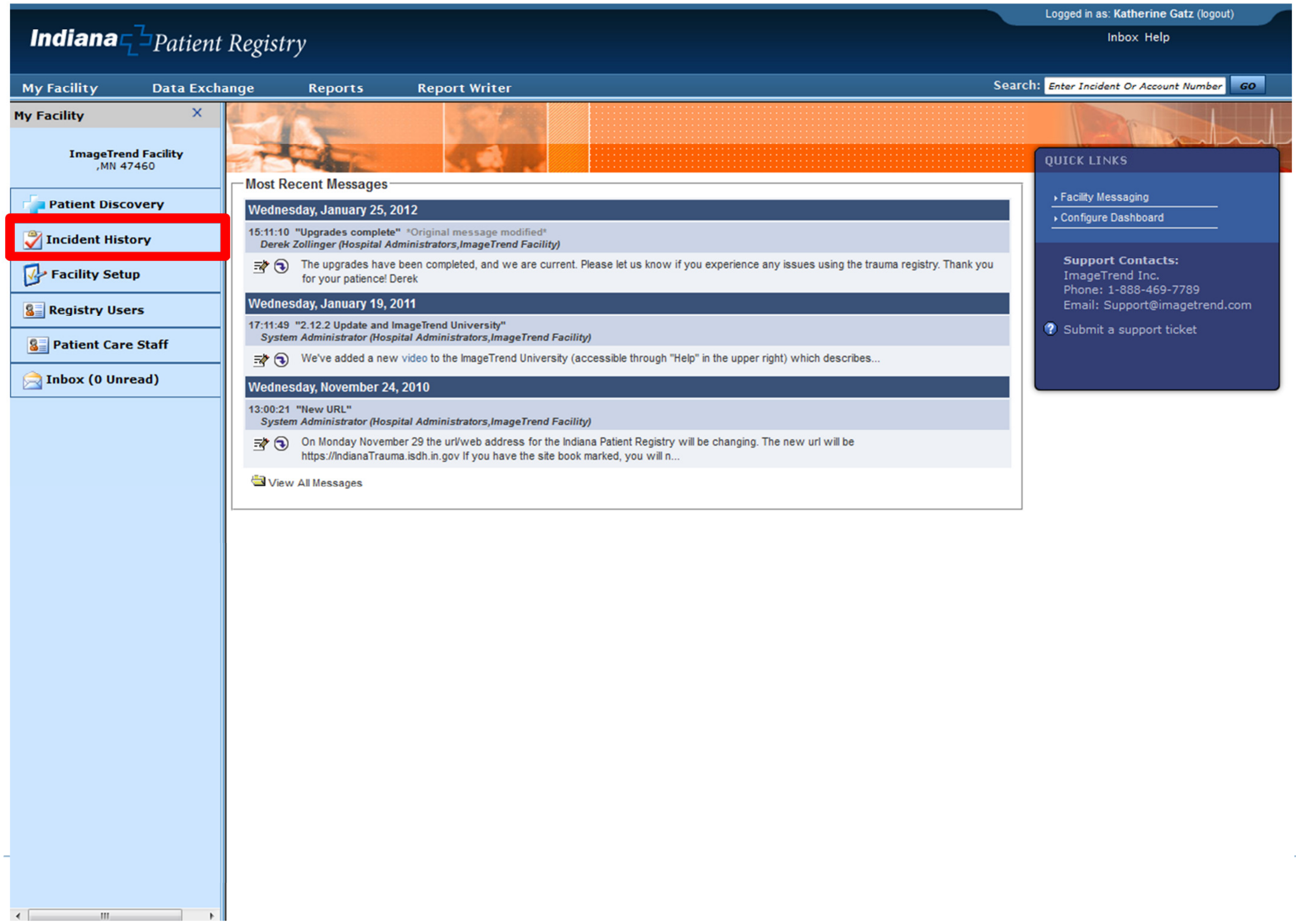
The History Icon is located above the tabs and is available on every screen while in the patient's record. Once an incident has been locked, you can view the history of the incident (changes made to the incident and who made those changes).

History Icon (2)



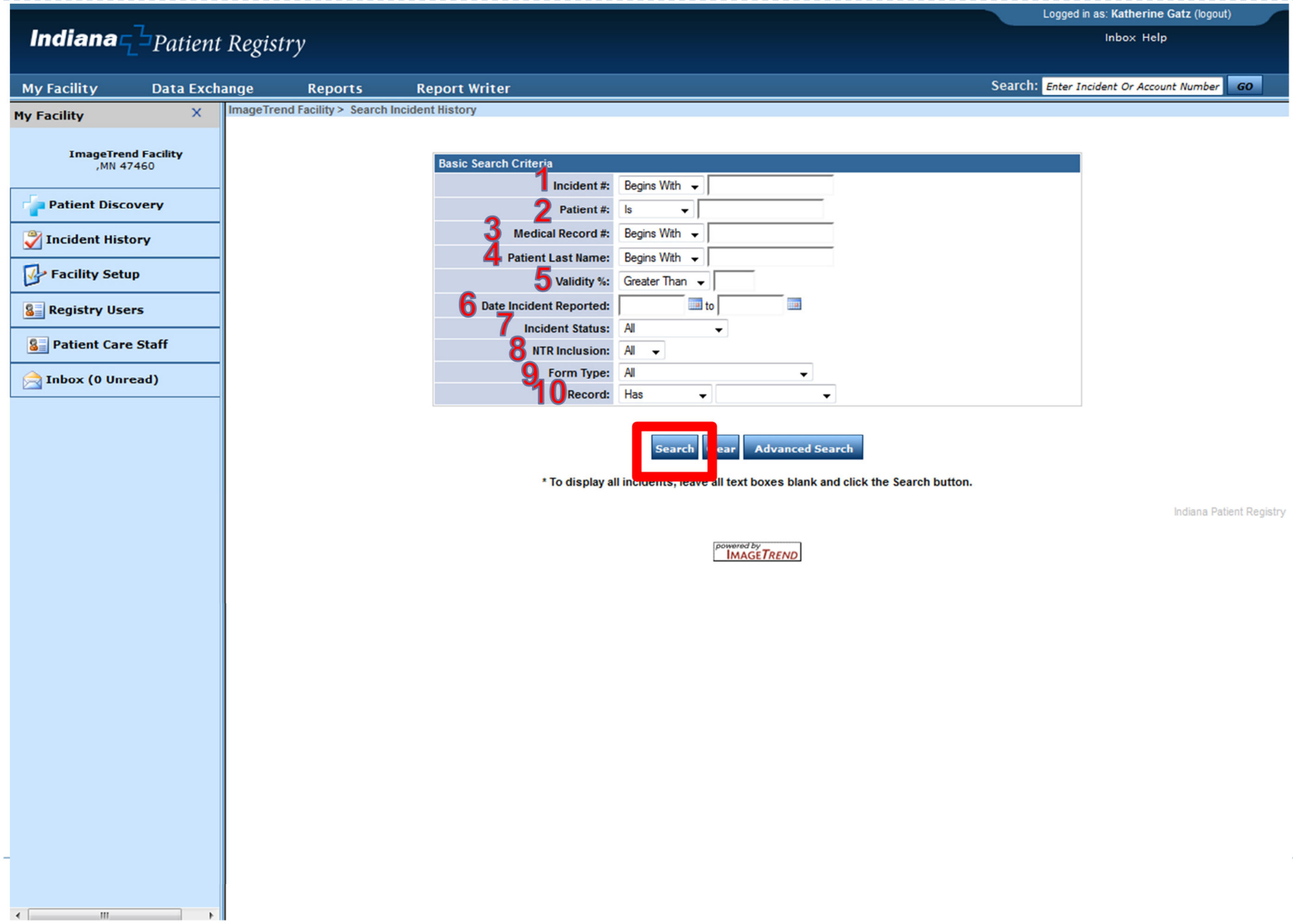
When you click the "History" icon you will see the audit trail page.

Incident History Screen



Click on the “Incident History” icon to search previously saved incidents.

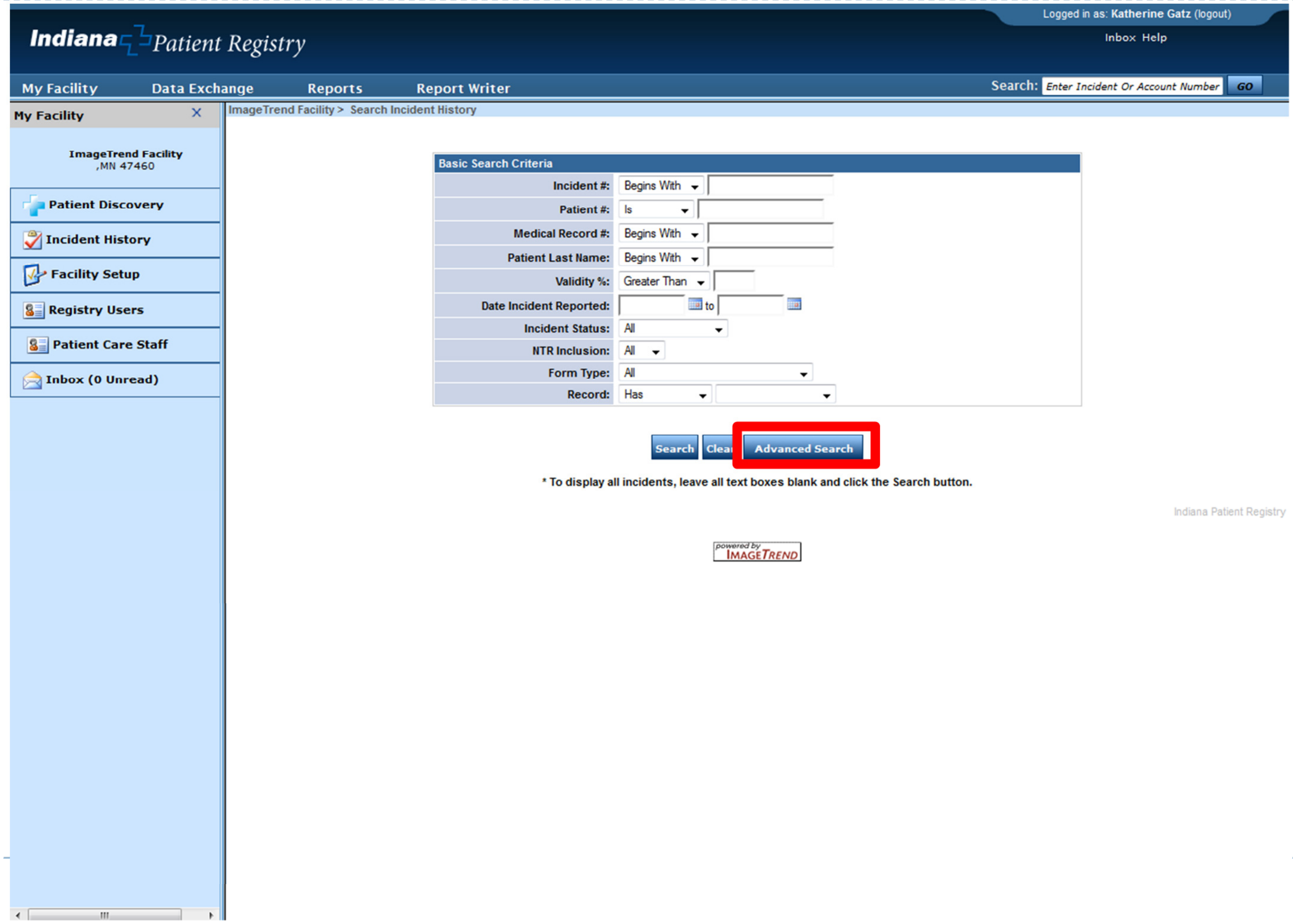
Incident History Screen (2)



There are various ways you can search for previously saved incidents:

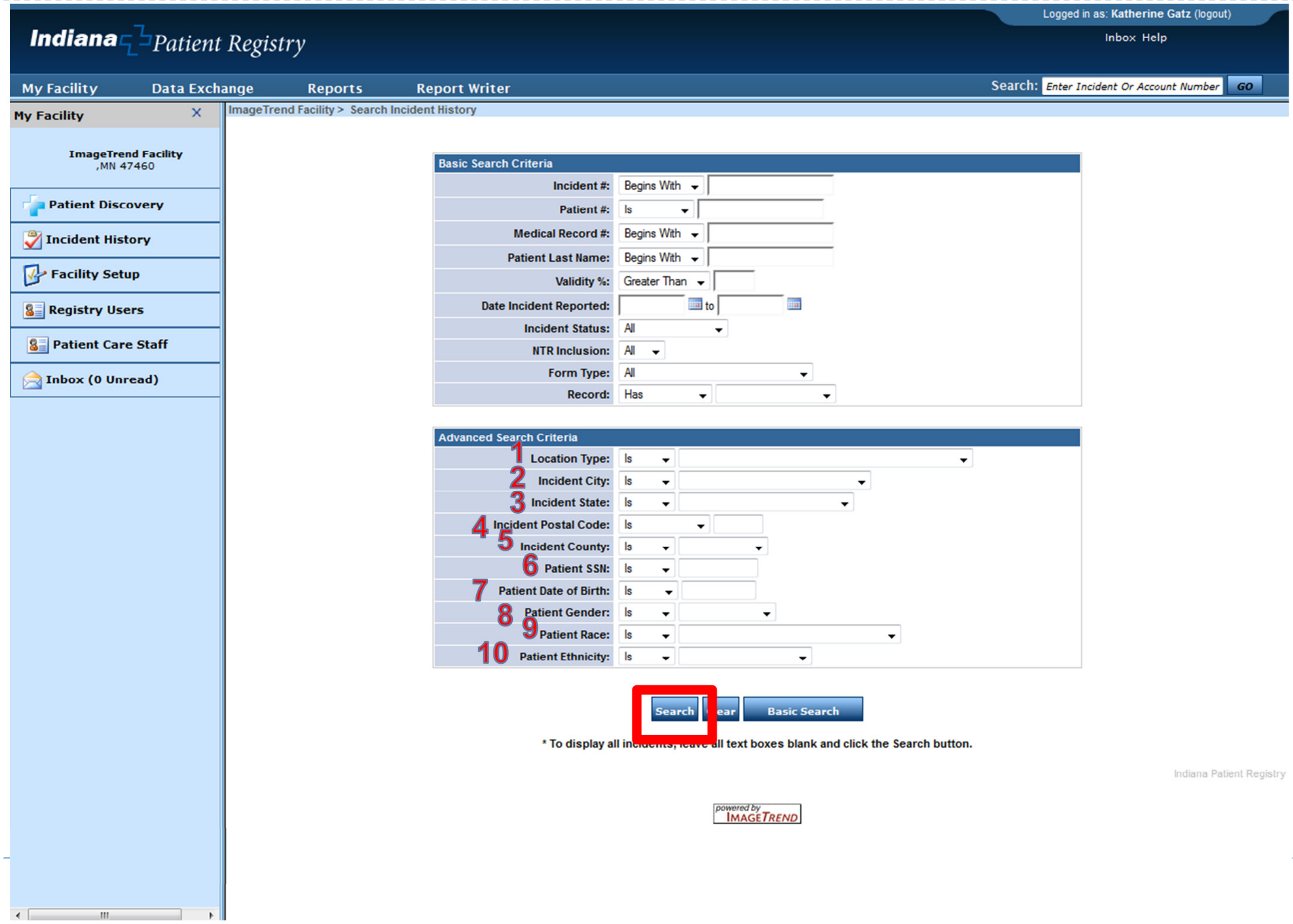
1. Incident Number (Begins With, Is, Contains , or Ends With)
2. Patient Number (Is, Not Equal)
3. Medical Record Number (Begins With, Is, Contains, or Ends With)

Incident History Screen (3)



If the available search options are too limiting, click on the “Advanced Search” button to see additional search options.

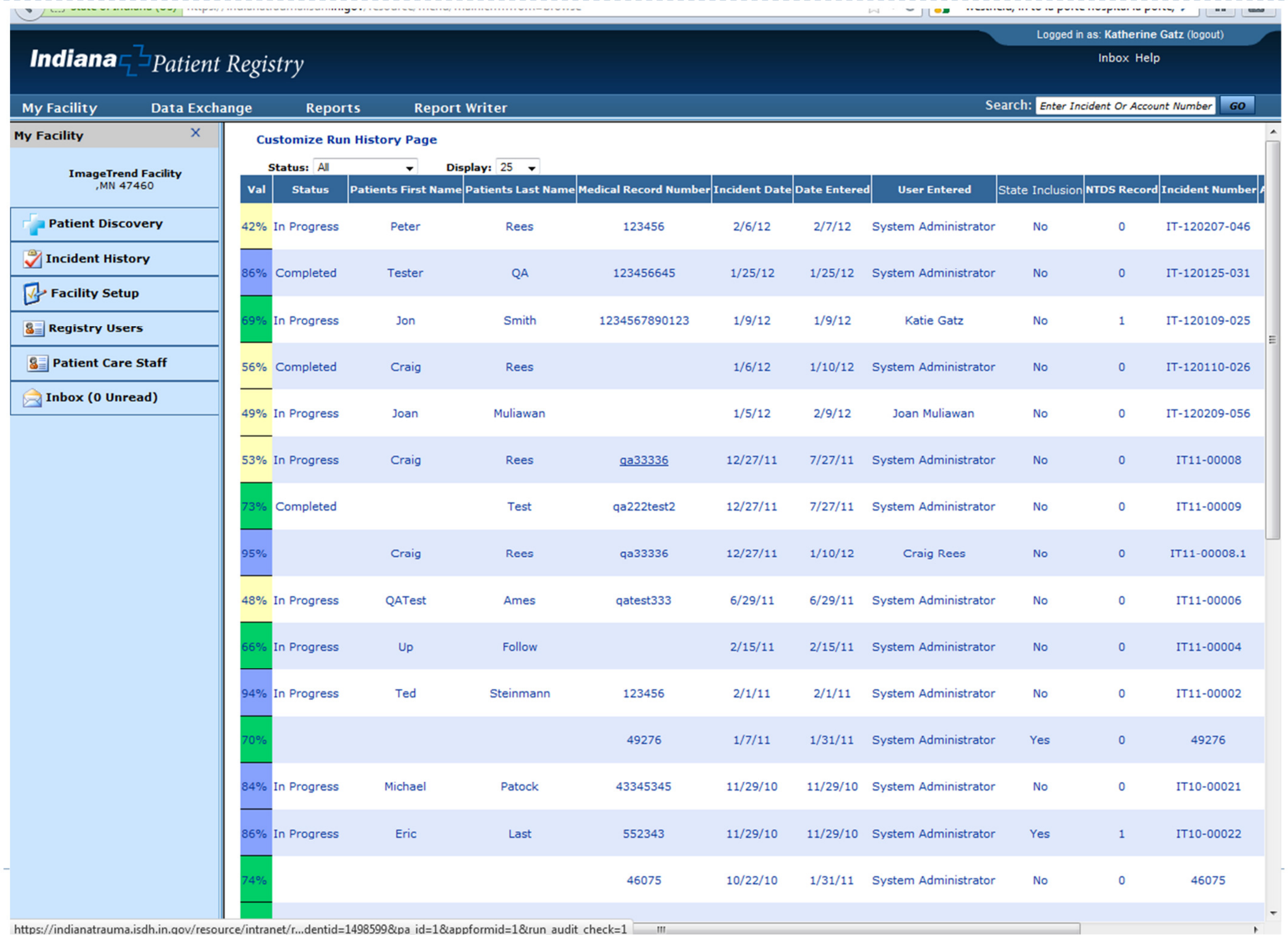
Incident History Screen (4)



There are various ways you can search for previously saved incidents using the advanced search:

1. Location Type (Is or Is Not)
2. Incident City (Is or Is Not) and (List of Cities)
3. Incident State (Is or Is Not) and (List of States)

Incident History Screen (5)



Val	Status	Patients First Name	Patients Last Name	Medical Record Number	Incident Date	Date Entered	User Entered	State Inclusion	NTDS Record	Incident Number
42%	In Progress	Peter	Rees	123456	2/6/12	2/7/12	System Administrator	No	0	IT-120207-046
86%	Completed	Tester	QA	123456645	1/25/12	1/25/12	System Administrator	No	0	IT-120125-031
69%	In Progress	Jon	Smith	1234567890123	1/9/12	1/9/12	Katie Gatz	No	1	IT-120109-025
56%	Completed	Craig	Rees		1/6/12	1/10/12	System Administrator	No	0	IT-120110-026
49%	In Progress	Joan	Muliawan		1/5/12	2/9/12	Joan Muliawan	No	0	IT-120209-056
53%	In Progress	Craig	Rees	qa33336	12/27/11	7/27/11	System Administrator	No	0	IT11-00008
73%	Completed		Test	qa222test2	12/27/11	7/27/11	System Administrator	No	0	IT11-00009
95%		Craig	Rees	qa33336	12/27/11	1/10/12	Craig Rees	No	0	IT11-00008.1
48%	In Progress	QATest	Ames	qatest333	6/29/11	6/29/11	System Administrator	No	0	IT11-00006
66%	In Progress	Up	Follow		2/15/11	2/15/11	System Administrator	No	0	IT11-00004
94%	In Progress	Ted	Steinmann	123456	2/1/11	2/1/11	System Administrator	No	0	IT11-00002
70%				49276	1/7/11	1/31/11	System Administrator	Yes	0	49276
84%	In Progress	Michael	Patock	43345345	11/29/10	11/29/10	System Administrator	No	0	IT10-00021
86%	In Progress	Eric	Last	552343	11/29/10	11/29/10	System Administrator	Yes	1	IT10-00022
74%				46075	10/22/10	1/31/11	System Administrator	No	0	46075

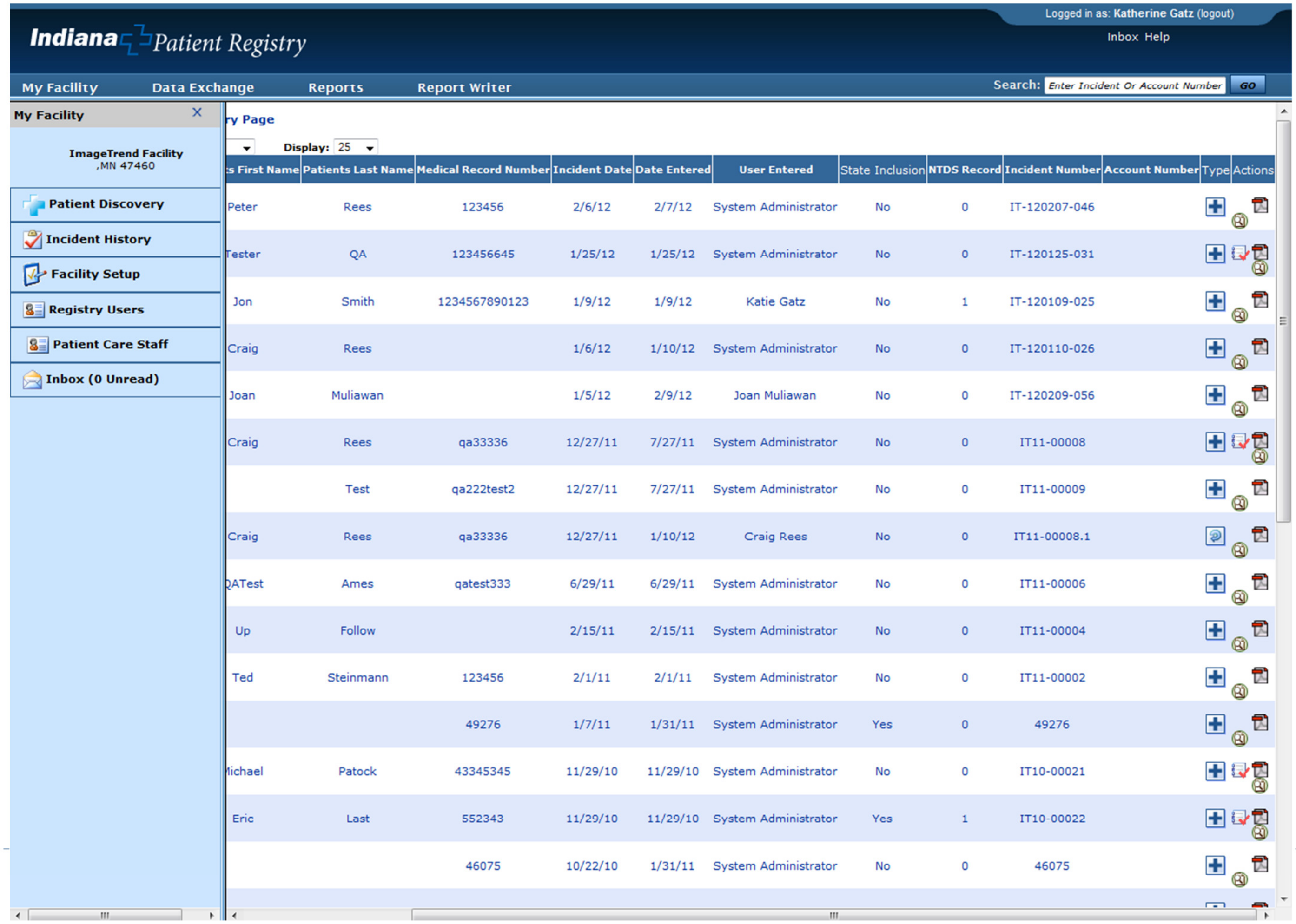
After clicking the "Search" button, the results of your search will appear.

Val = Validation Score

Status = Status of the Record

Patients First Name = Patient's First Name

Incident History Screen (6)



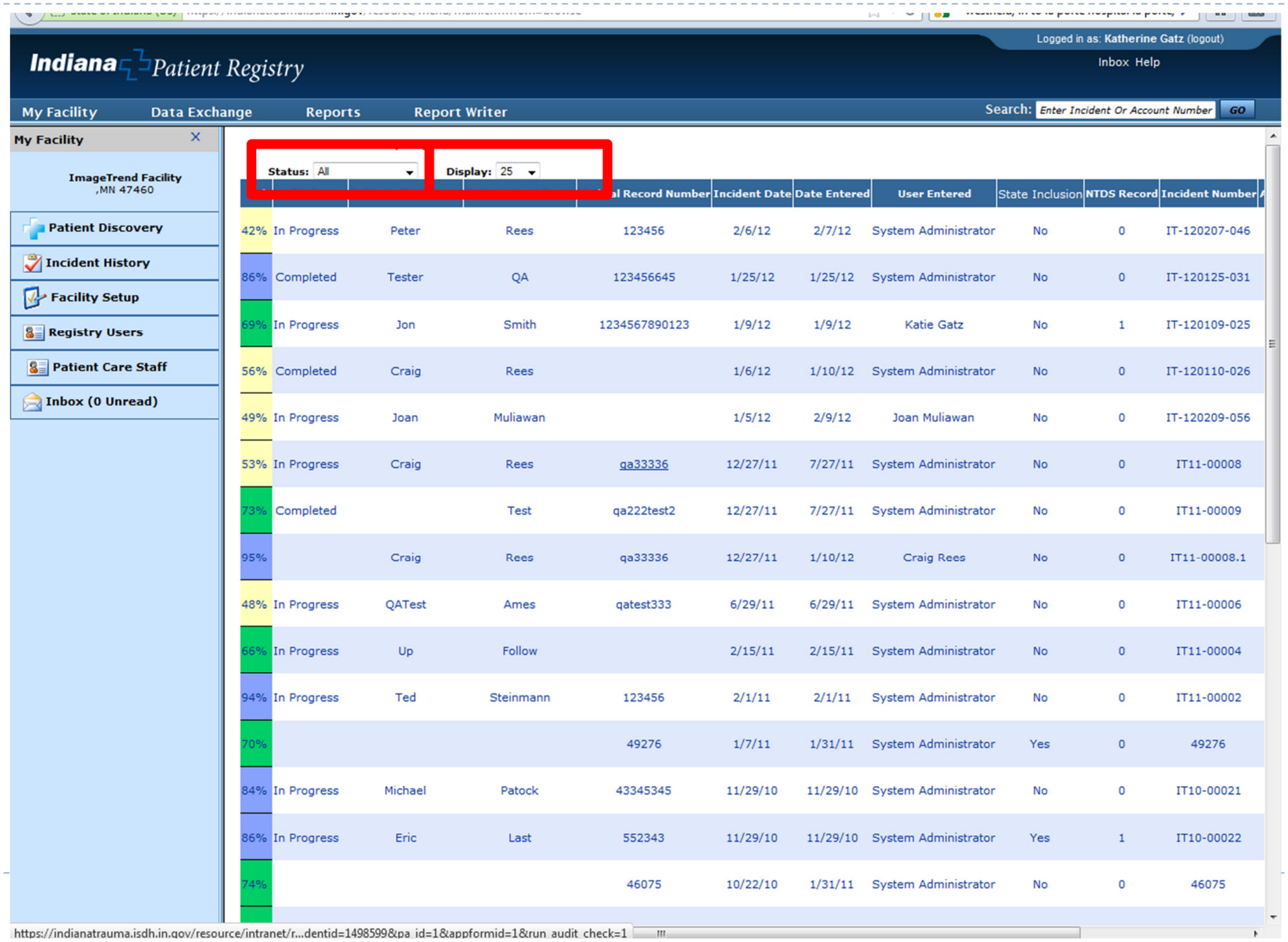
After clicking the "Search" button, the results of your search will appear.

Account Number = Currently not used by Indiana

Type = The type of form used for that particular incident

Action = You have the option to view a .pdf summary of the patient's incident, view the patient's incident history, or view

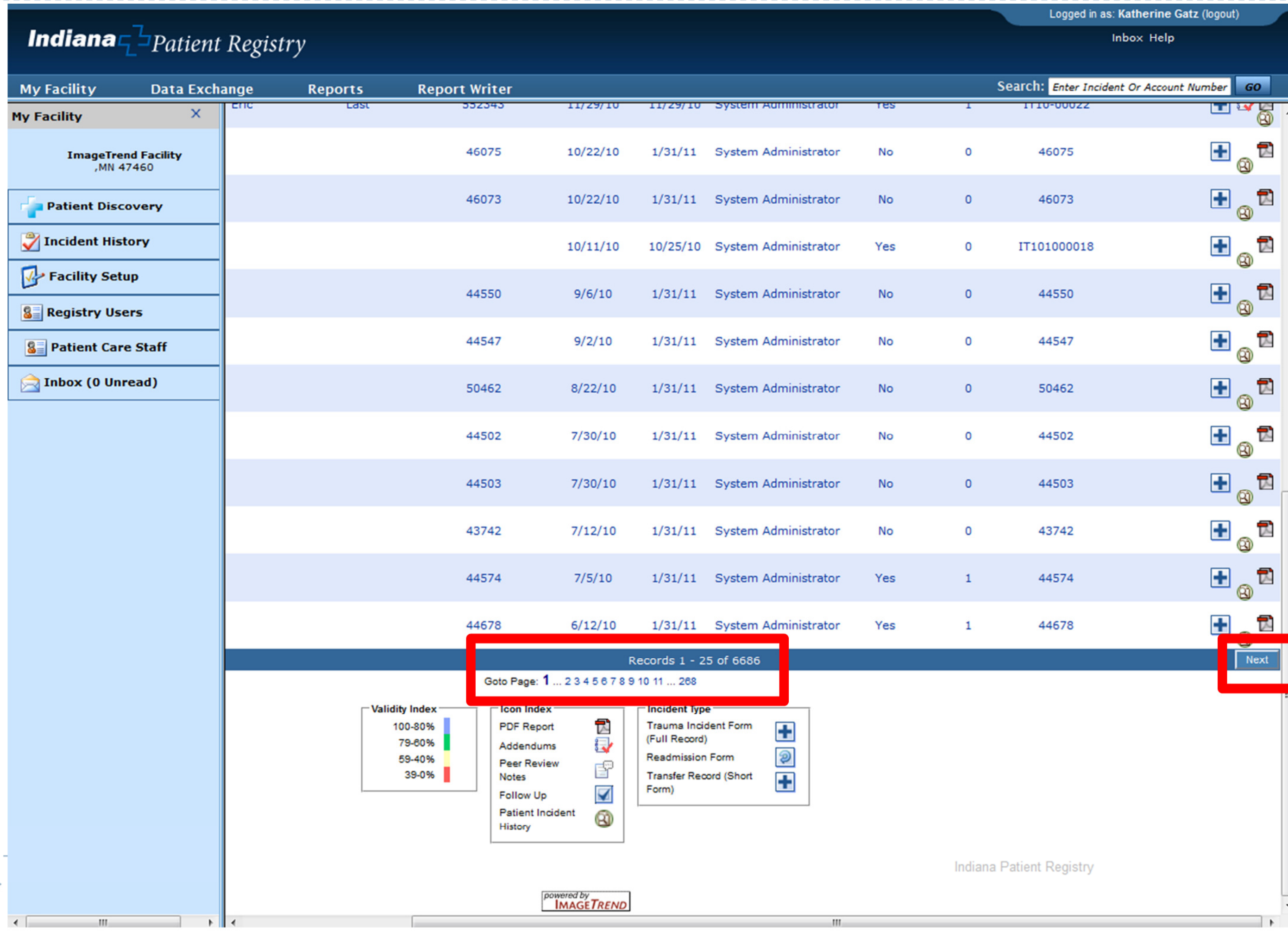
Incident History Screen (7)



At the top of the page, you can sort the results by Incident Status: (All, In Progress, Completed, Requires Review, Reviewed, Billed, Closed, or N/A)

You can also choose how many incidents are displayed on a page

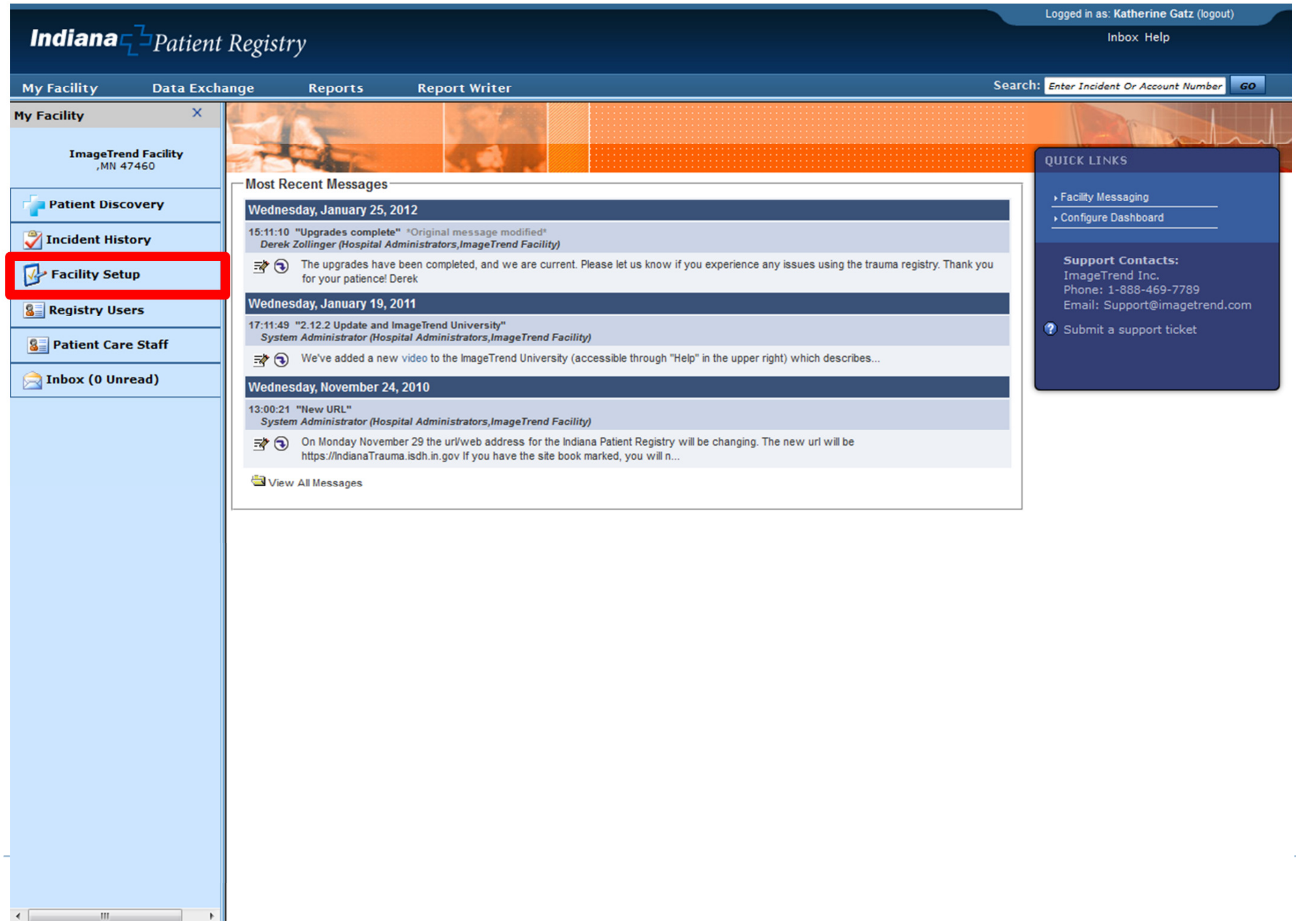
Incident History Screen (8)



At the bottom of the page, you can go to a specific page number or press the “Next” button.

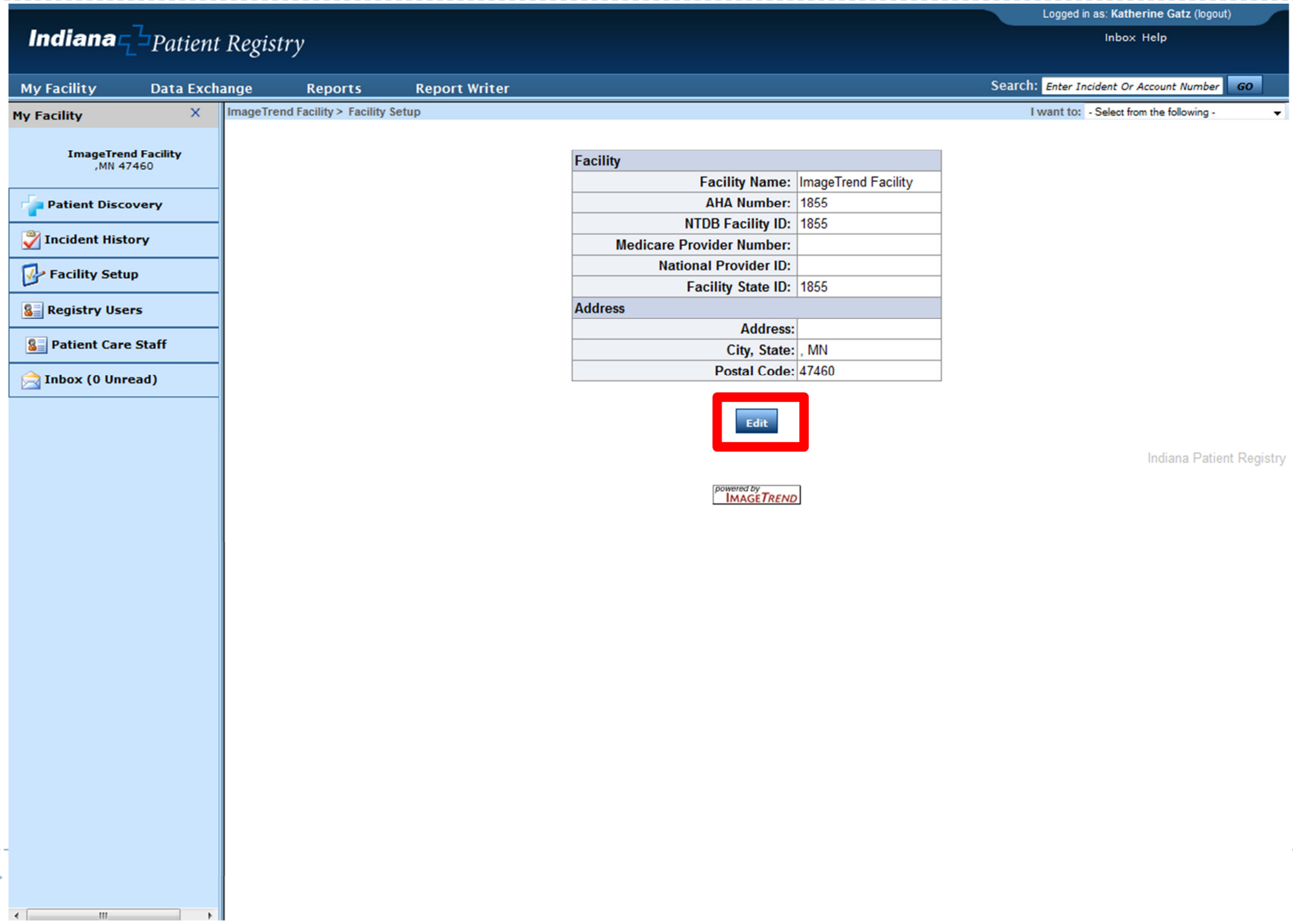
There is also an index to define the different symbols on the page.

Facility Setup Screen



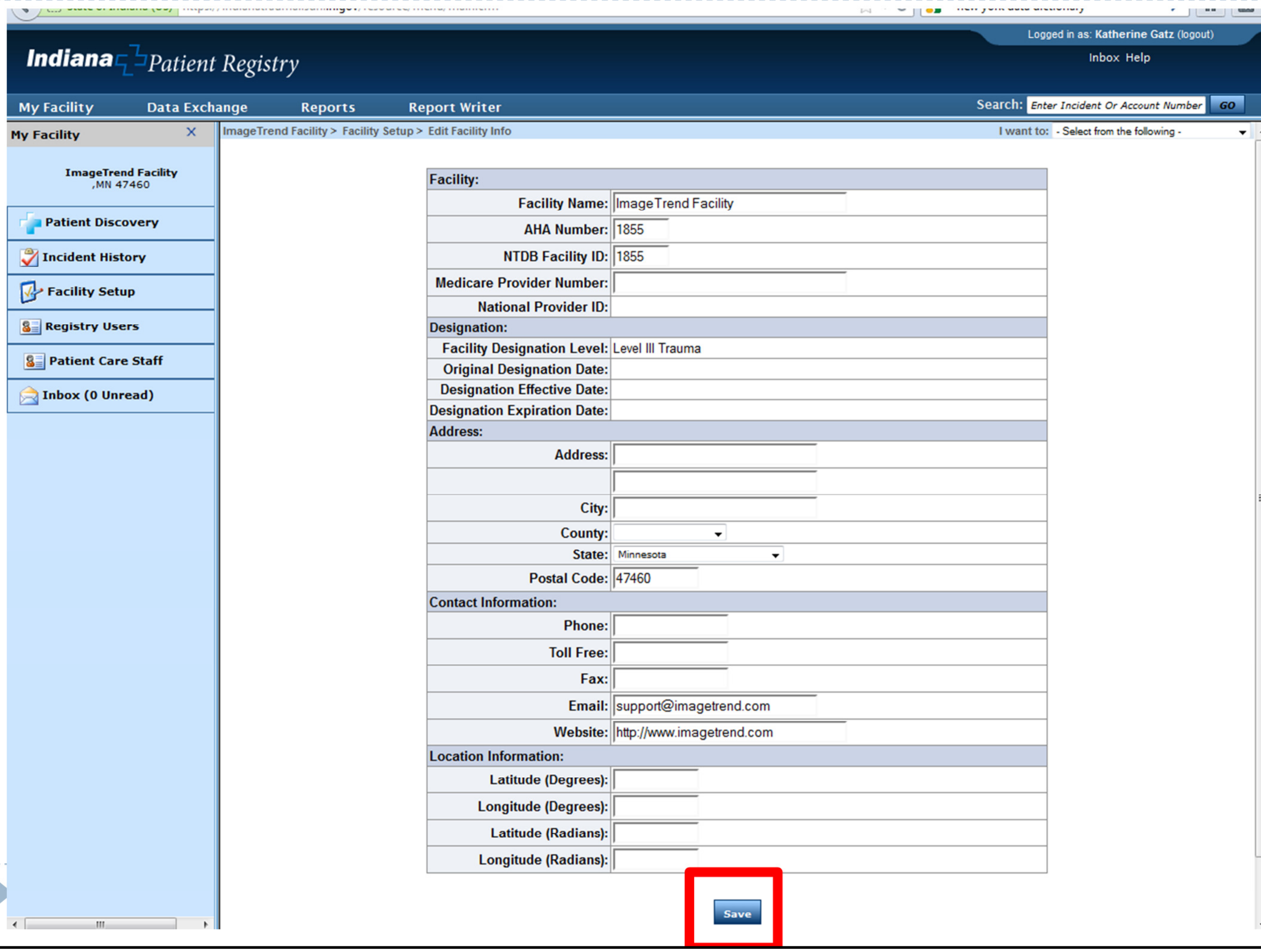
Click on the “Facility Setup” icon to modify information regarding your facility

Facility Setup Screen (2)



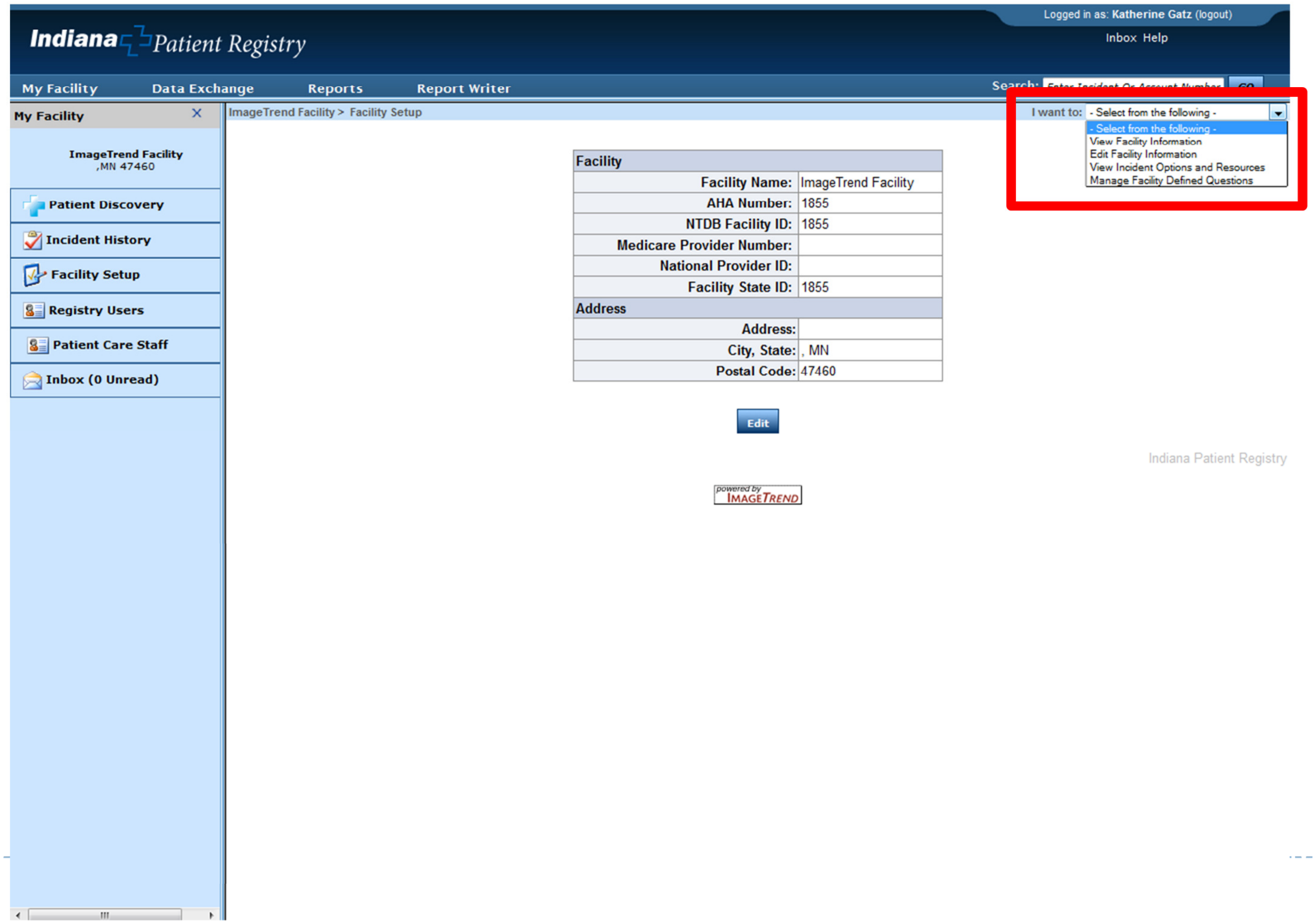
Click the "Edit" button to modify any of the details regarding your facility.

Facility Setup Screen (3)



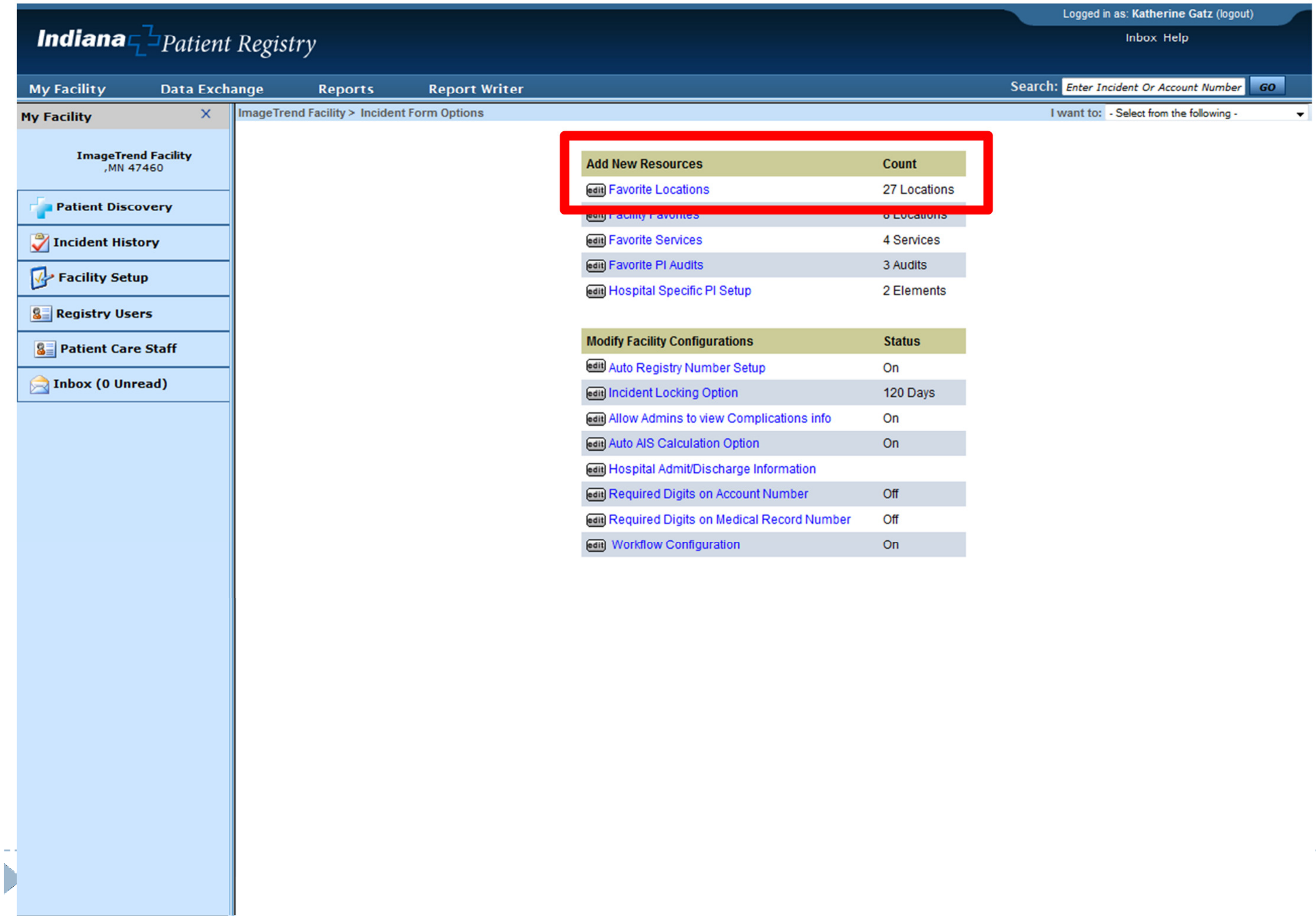
Once you have modified any changes on the facility information screen, click the “Save” button.

Facility Setup Screen (4)



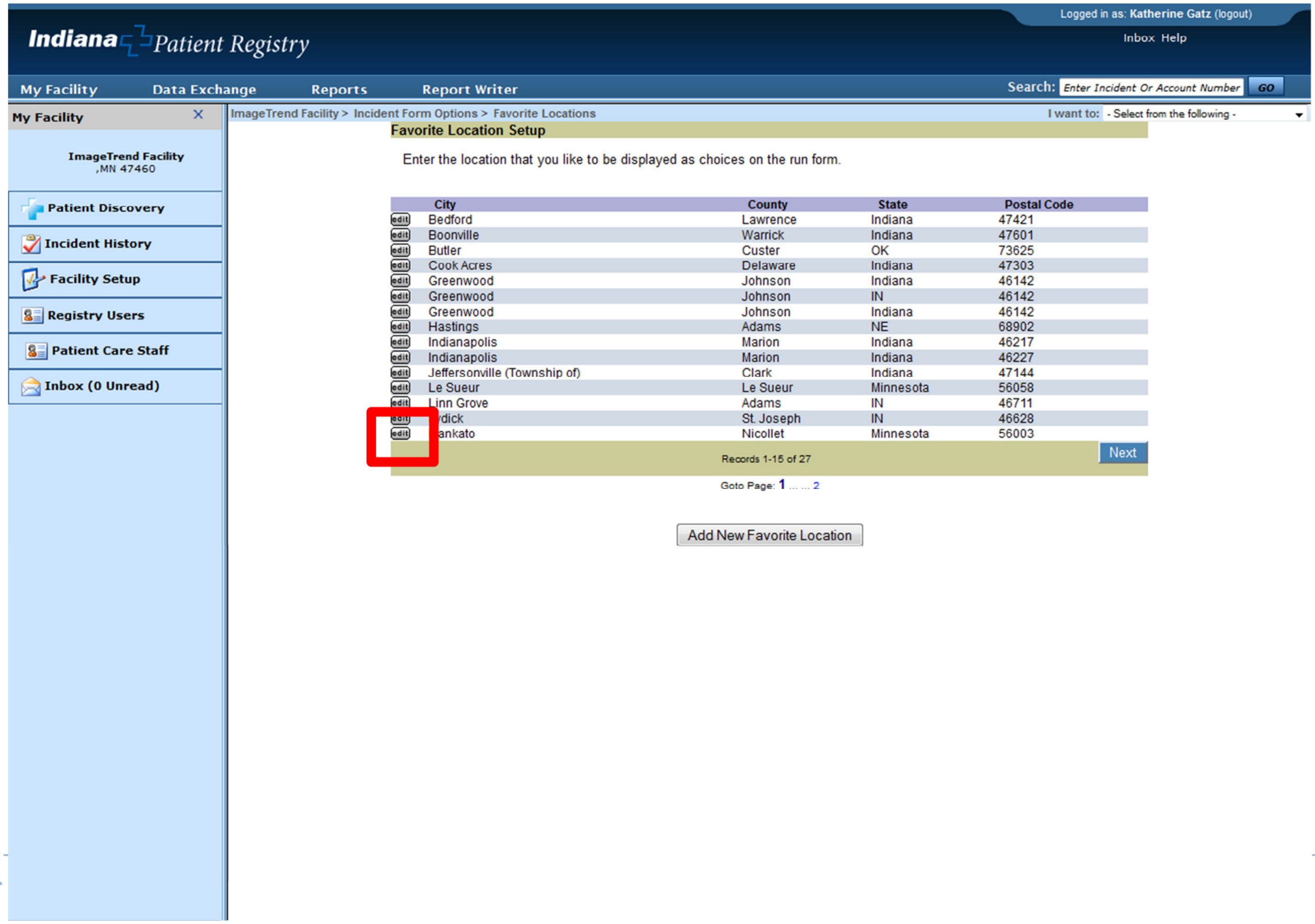
In the top right-hand corner of the screen you can select an option from the list of "I Want To:" The first two options have already been demonstrated in this presentation.

I Want To:
View Incident Options & Resources



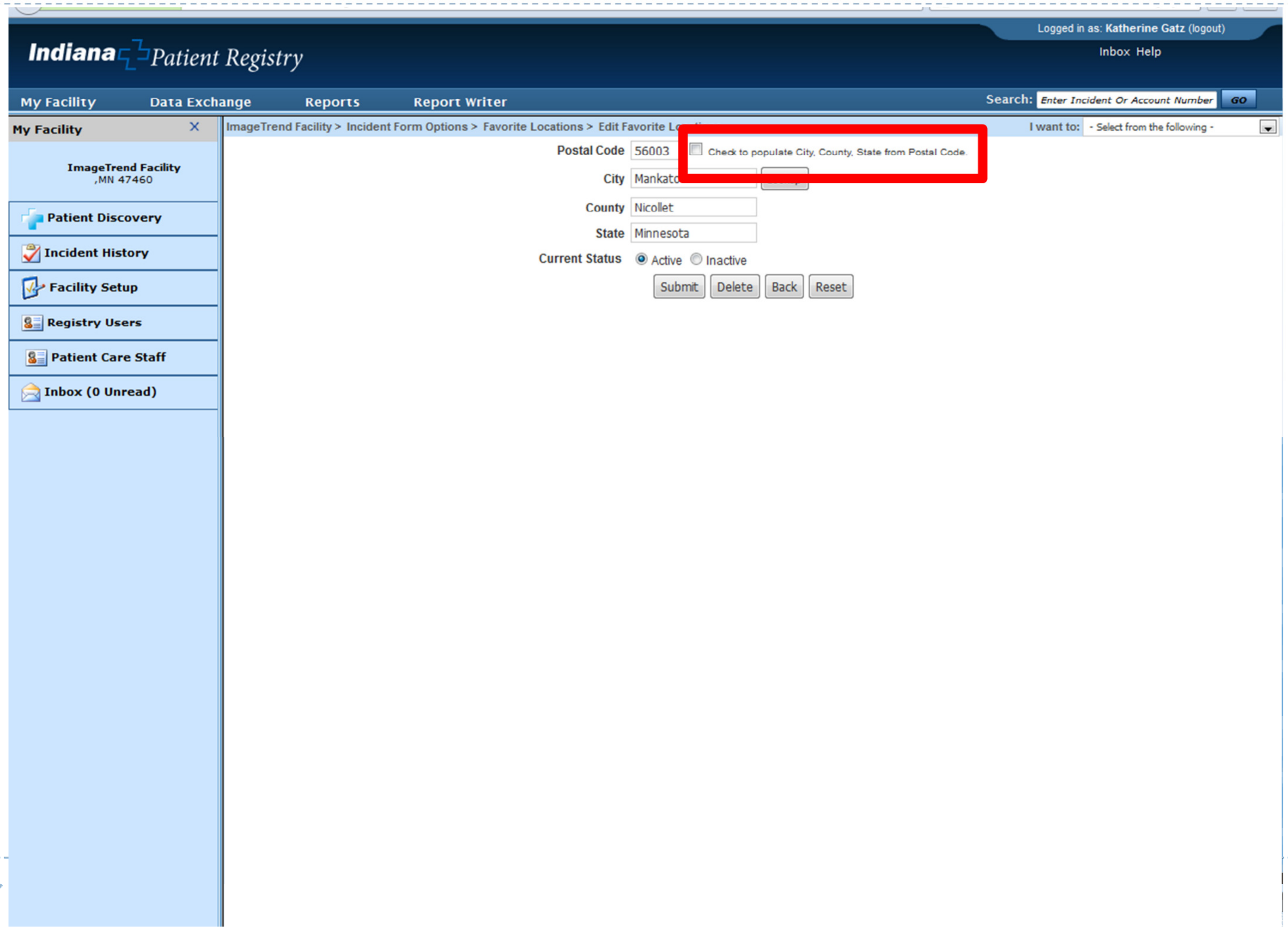
When you select “I Want To: View Incident Options & Resources” you are brought to the screen shown. Anything under the “Add New Resources” section helps speed up data entry by providing a drop down menu. Clicking on the “Edit Favorite Locations” button allows you to add/edit favorite locations available to you for demographic and injury locations.

Favorite Location Setup



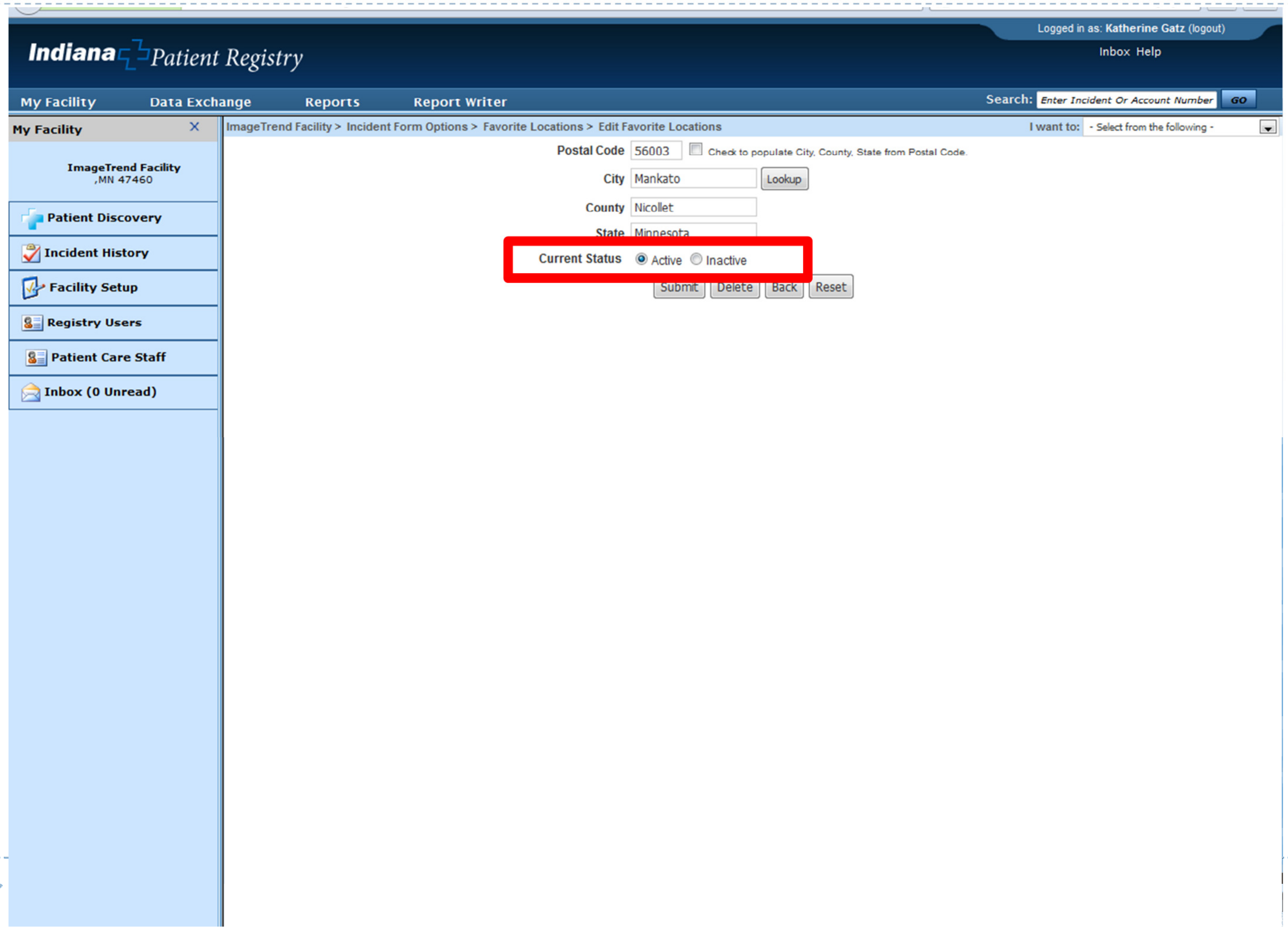
The “Edit” button allows you to edit the information regarding any location.

Favorite Location Setup (2)



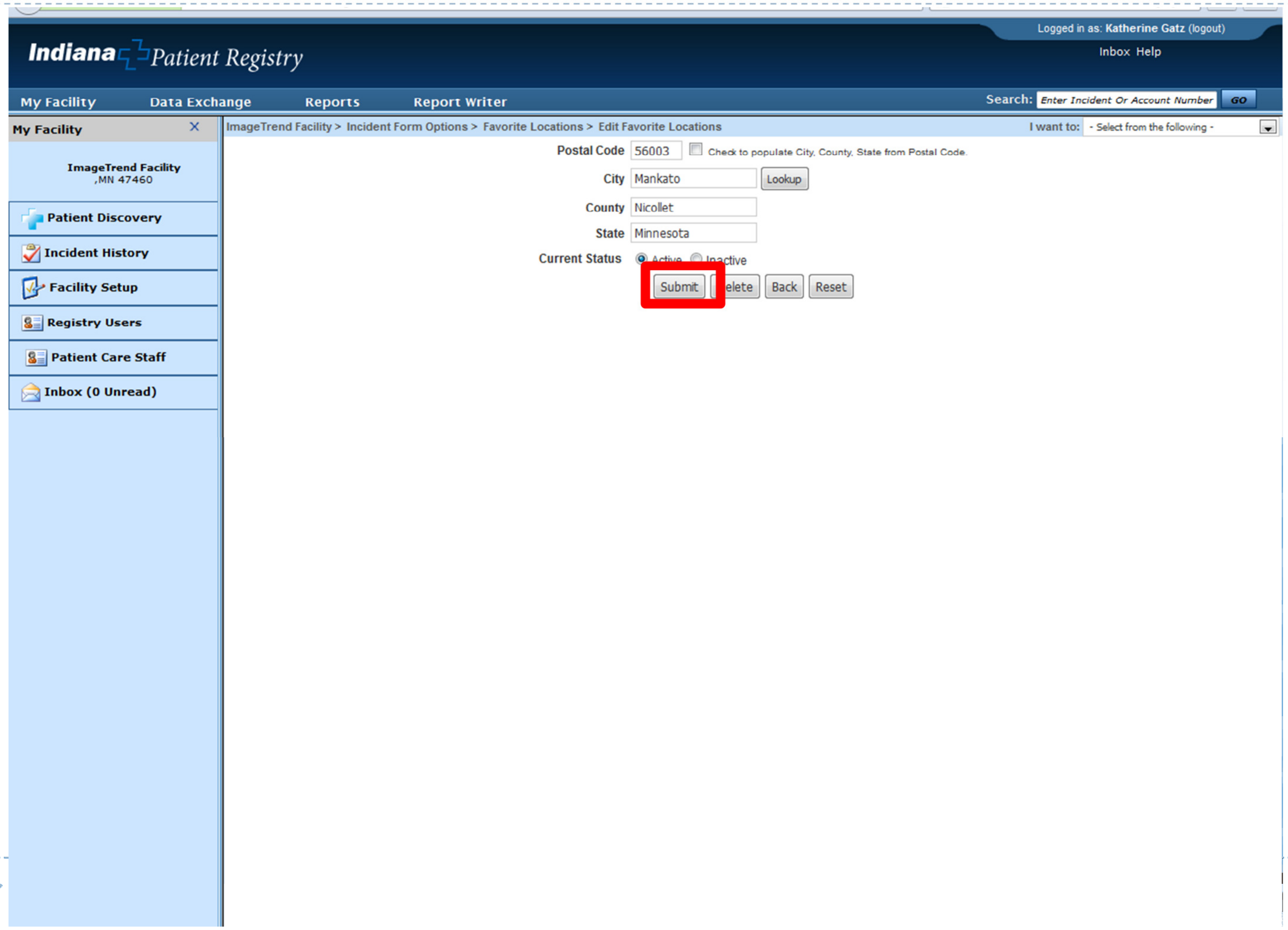
Information is typically pulled by Postal Code in order to eliminate the possibility of misspellings. Once the postal code has been entered, the rest of the information should automatically populate when the "Check to populate City, County, State from Postal Code" box is checked.

Favorite Location Setup (3)



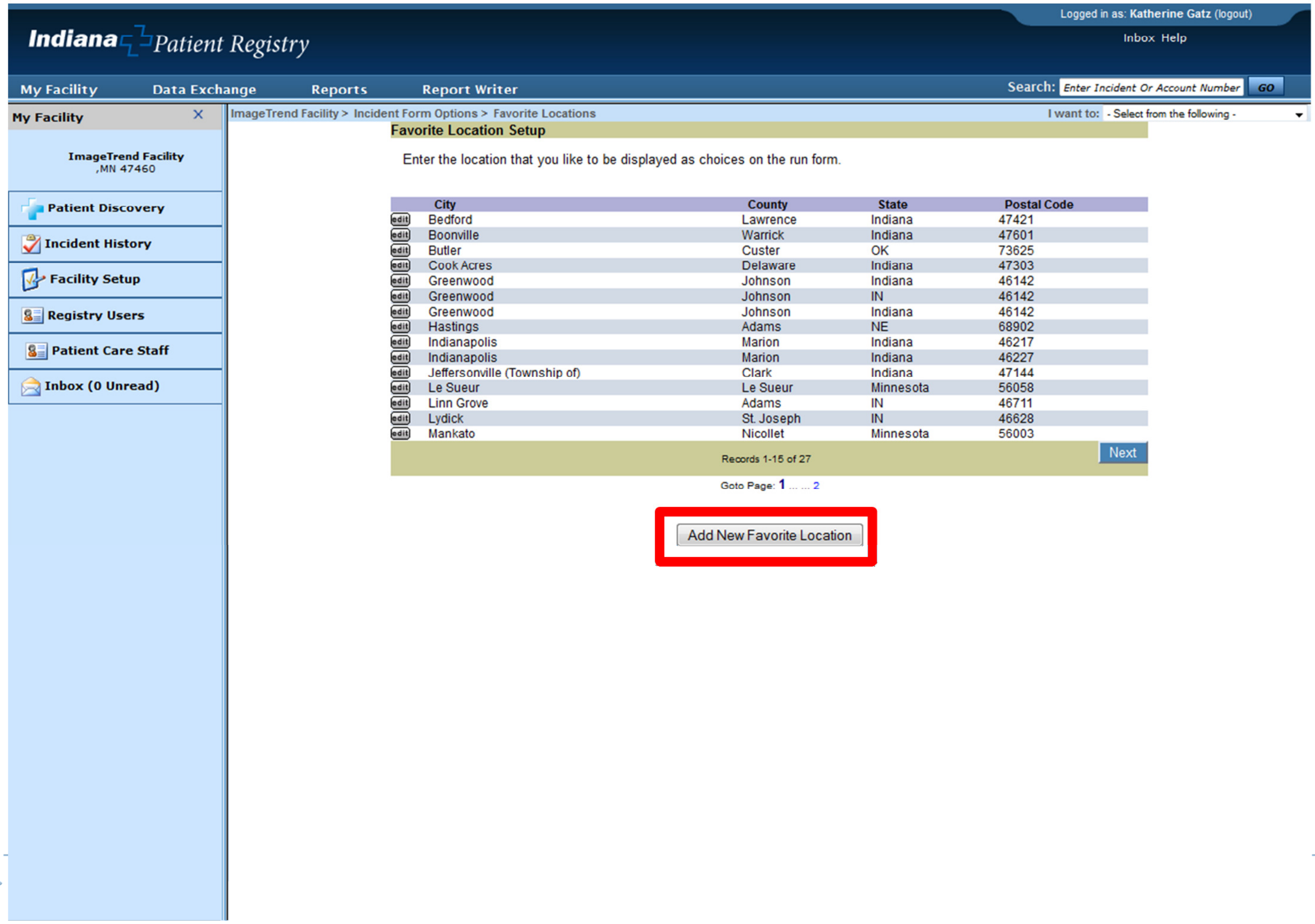
When the Current Status is set to “Active” this means this location will be added to your favorite locations.

Favorite Location Setup (4)



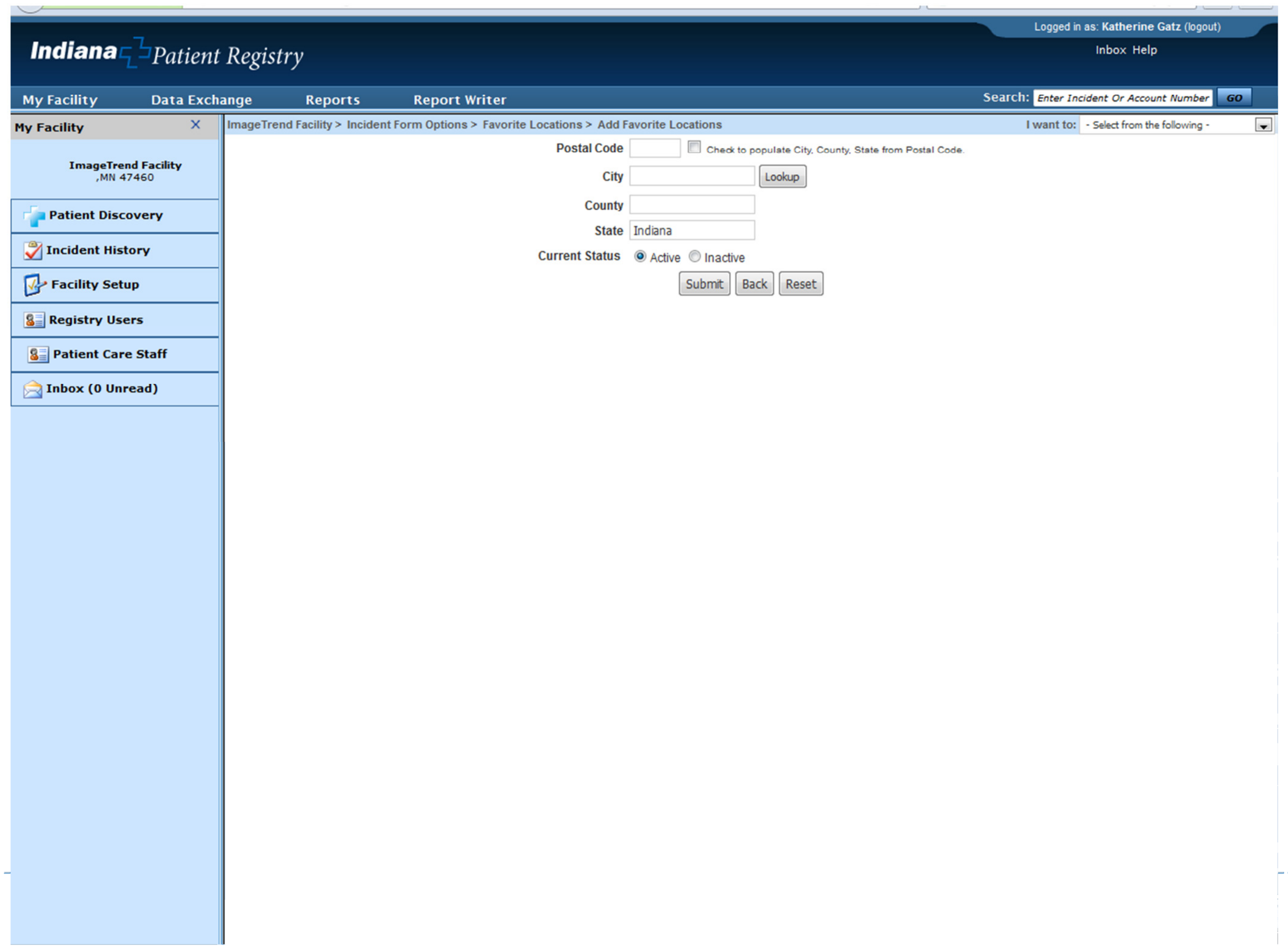
Click the “Submit” button once all the information has been set as desired.

Favorite Location Setup (5)



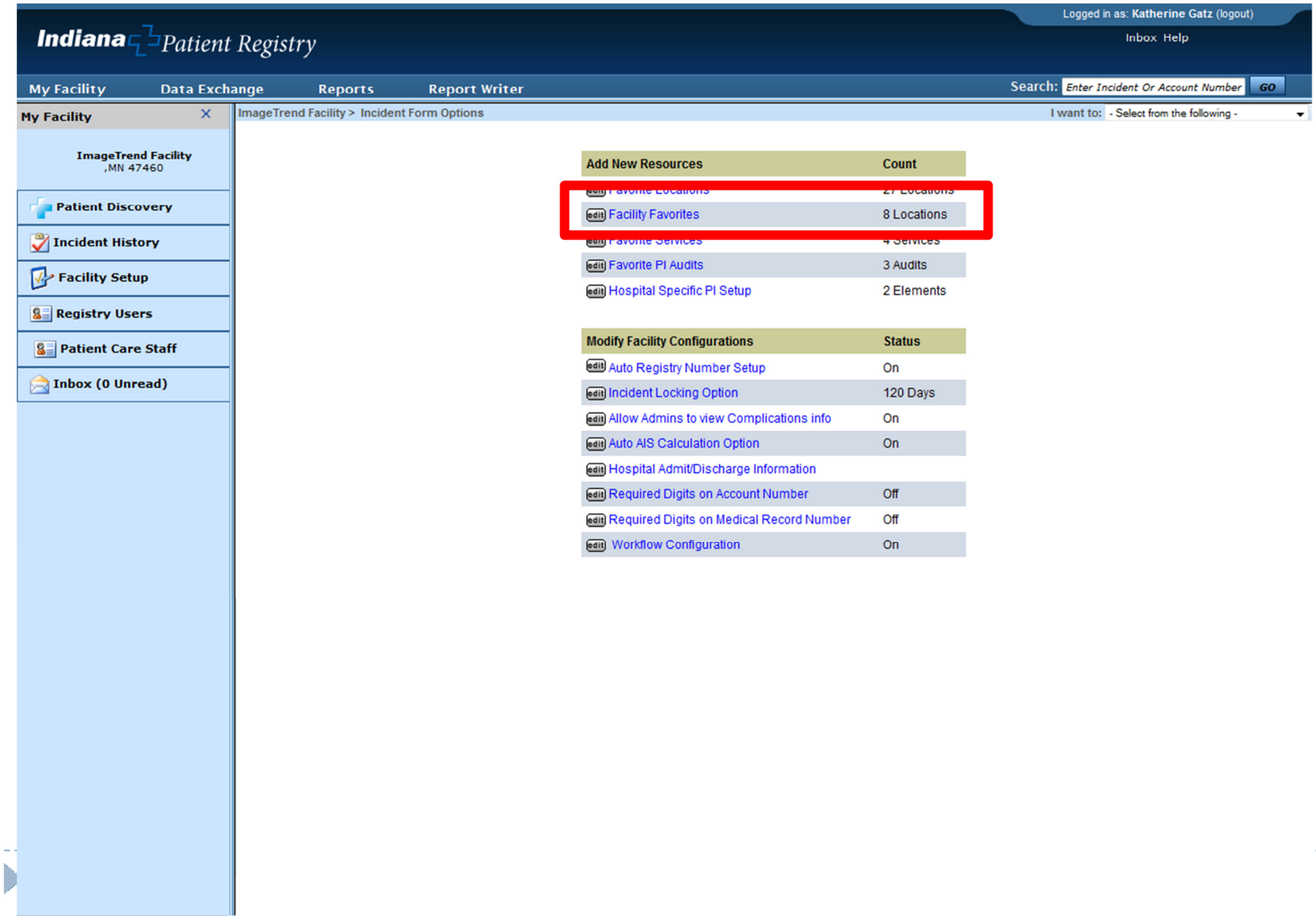
You also have the option to add a new favorite location that will be available on the drop-down menu by clicking the "Add New Favorite Location" button.

Favorite Location Setup (6)



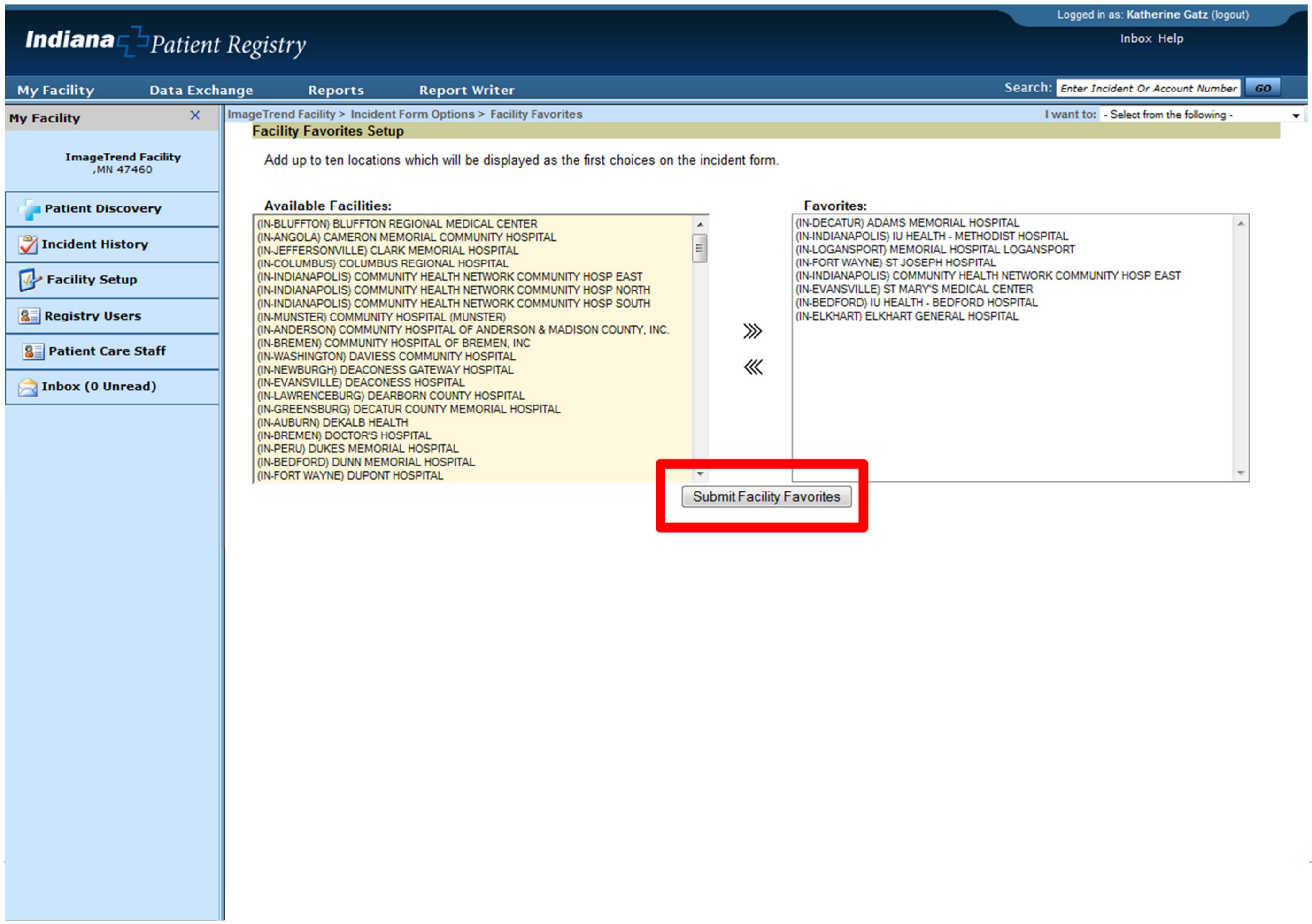
Information is typically pulled by Postal Code in order to eliminate the possibility of misspellings. Once the postal code has been entered, the rest of the information should automatically populate when the “Check to populate City, County, State from Postal Code” box is checked. Click the “Submit” button when all the information has been entered as desired.

I Want To:
View Incident Options & Resources (2)



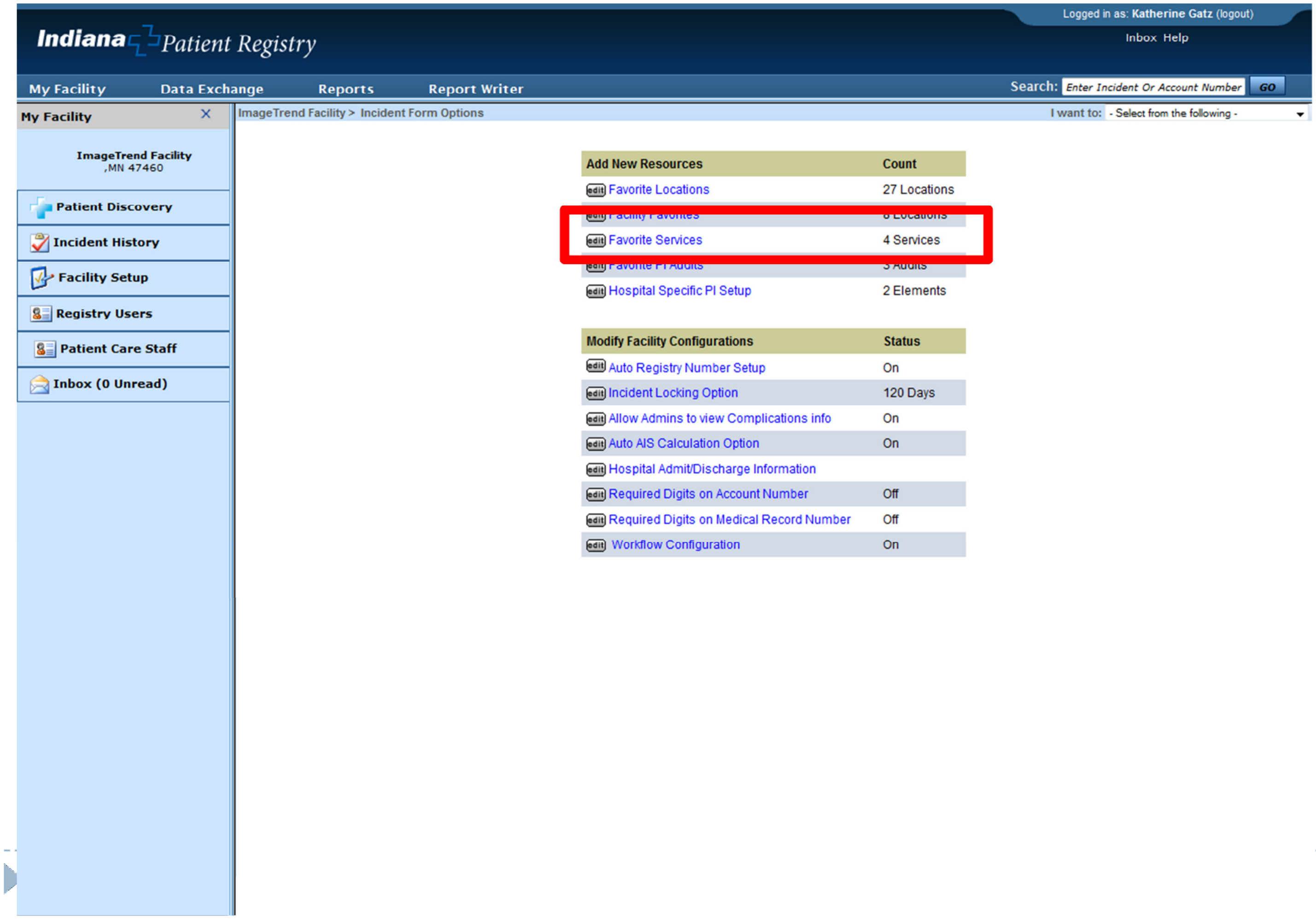
Clicking on the “Edit Facility Favorites” button allows you to add/edit favorite locations available to you for transfer locations.

Facility Favorites Setup



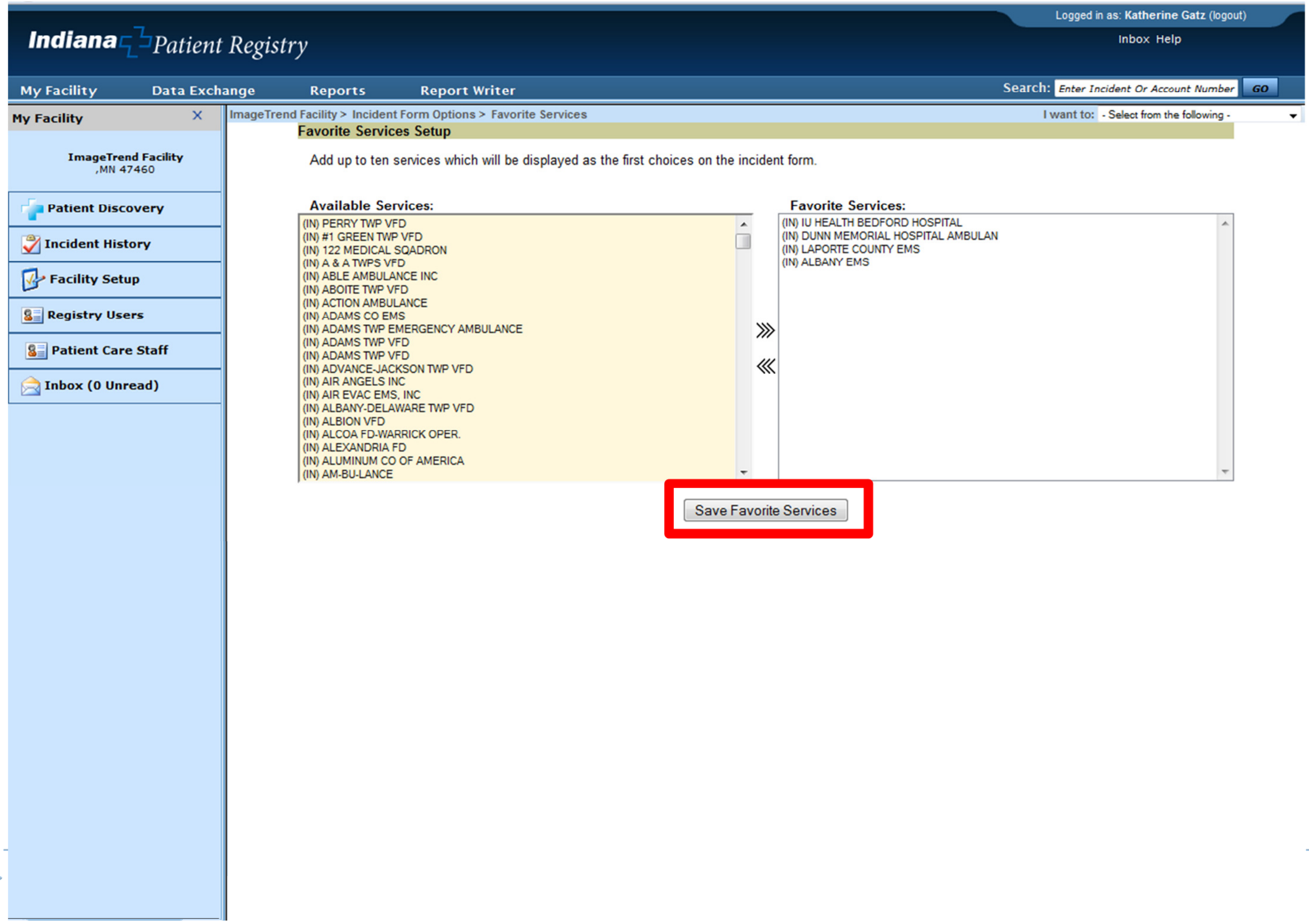
The arrows in the middle of the screen allow you to add up to ten favorite locations that will be viewed first for transfer purposes. Once the changes have been made, be sure to click the “Submit Facility Favorites” button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (3)



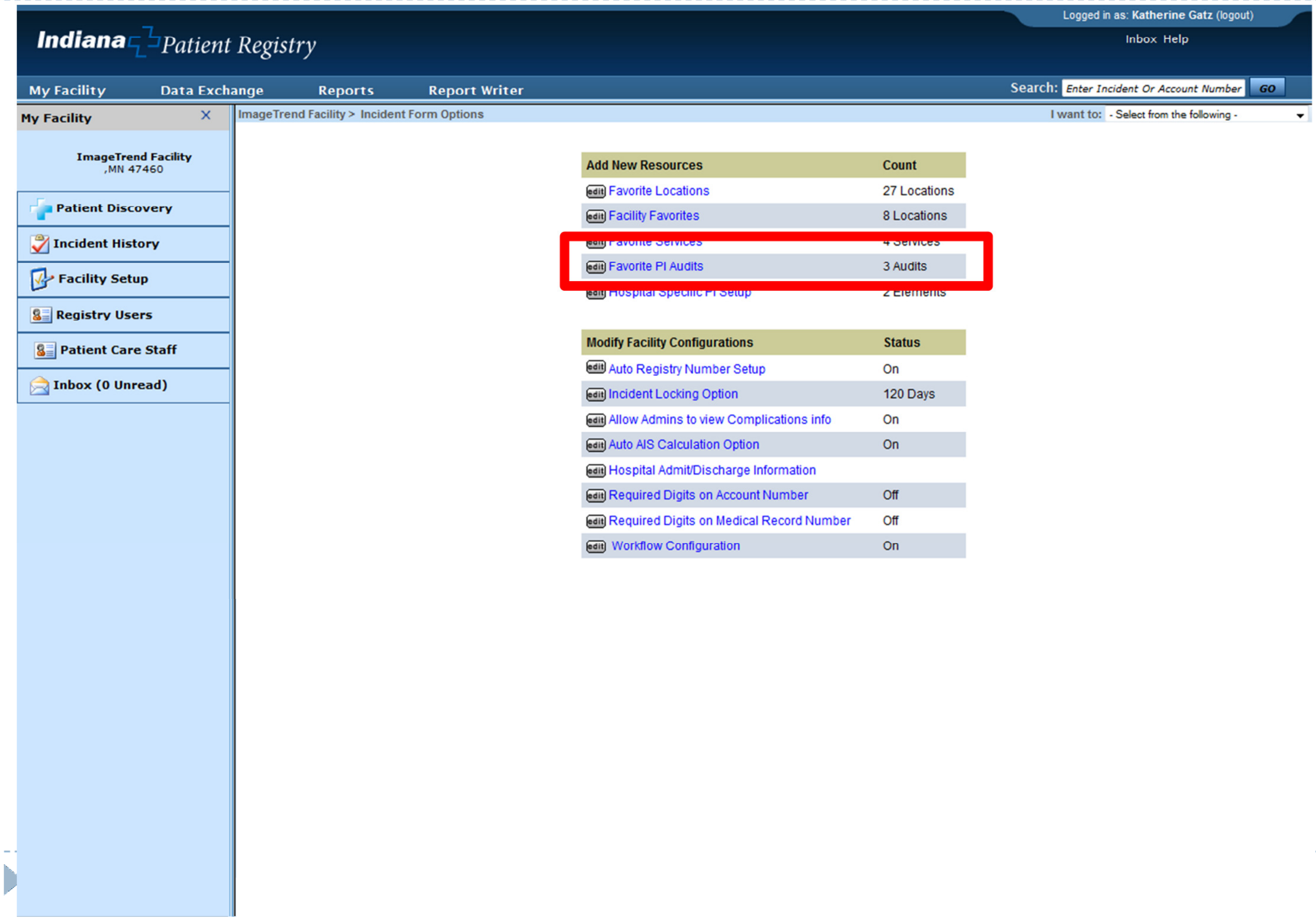
Clicking on the "Edit Favorite Services" button allows you to add/edit favorite EMS services available to you for Pre-Hospital information.

Favorite Services Setup



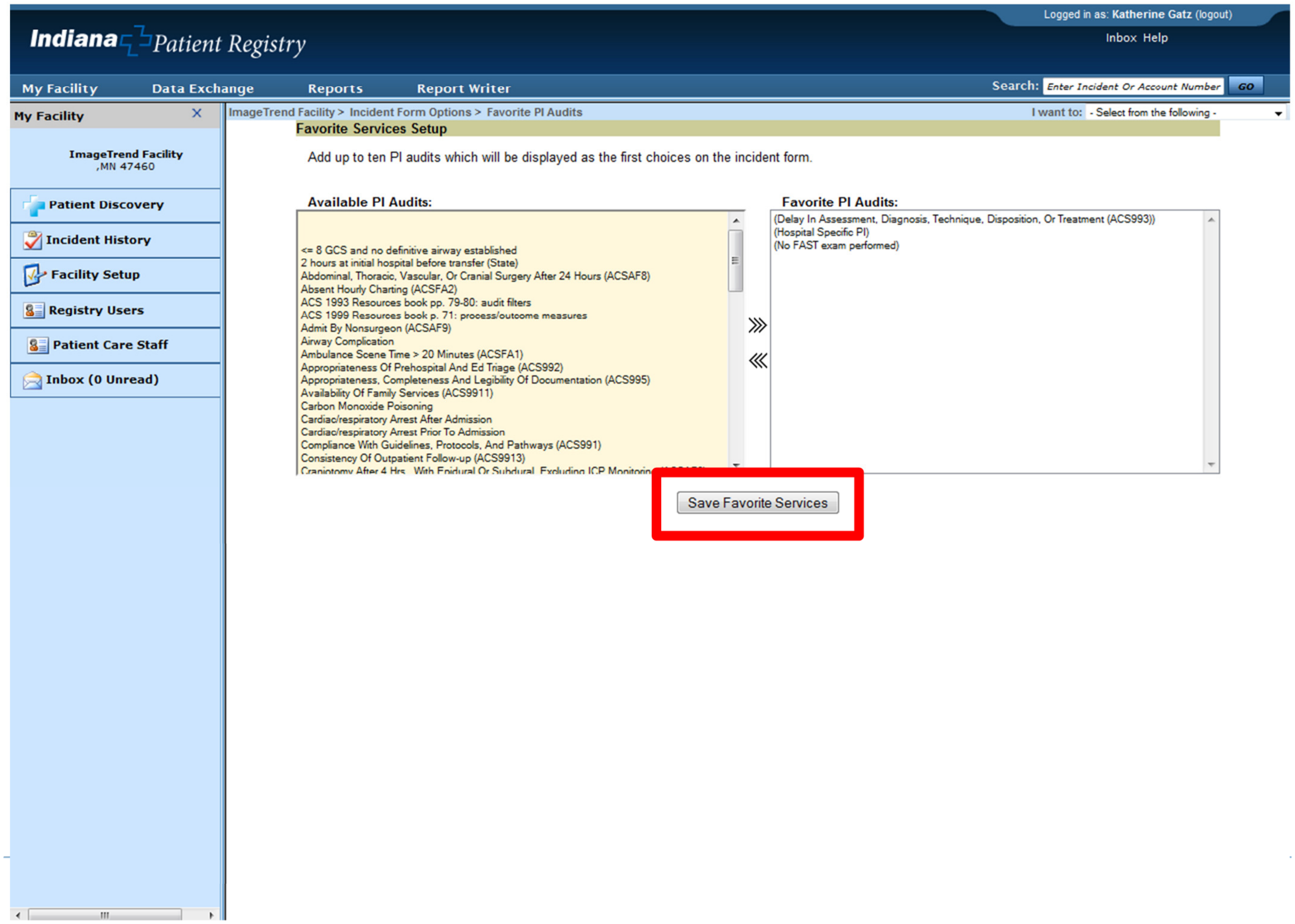
The arrows in the middle of the screen allow you to add up to ten favorite EMS services that will be viewed first for pre-hospital purposes. Once the changes have been made, be sure to click the “Save Favorite Services” button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (4)



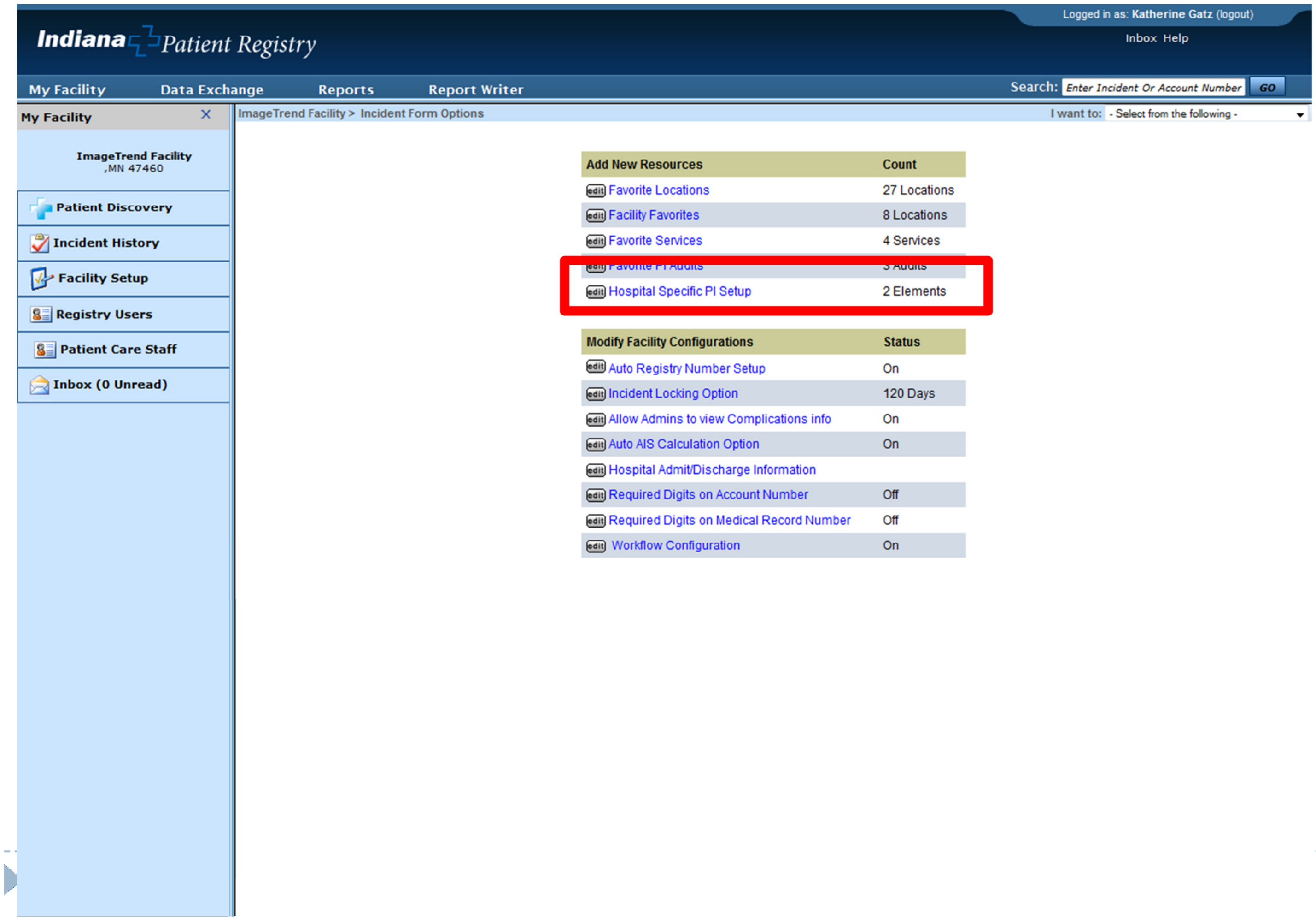
Clicking on the “Favorite PI Audits” button allows you to edit favorite PI audits available to you for complication/PI information.

Favorite PI Audits Setup



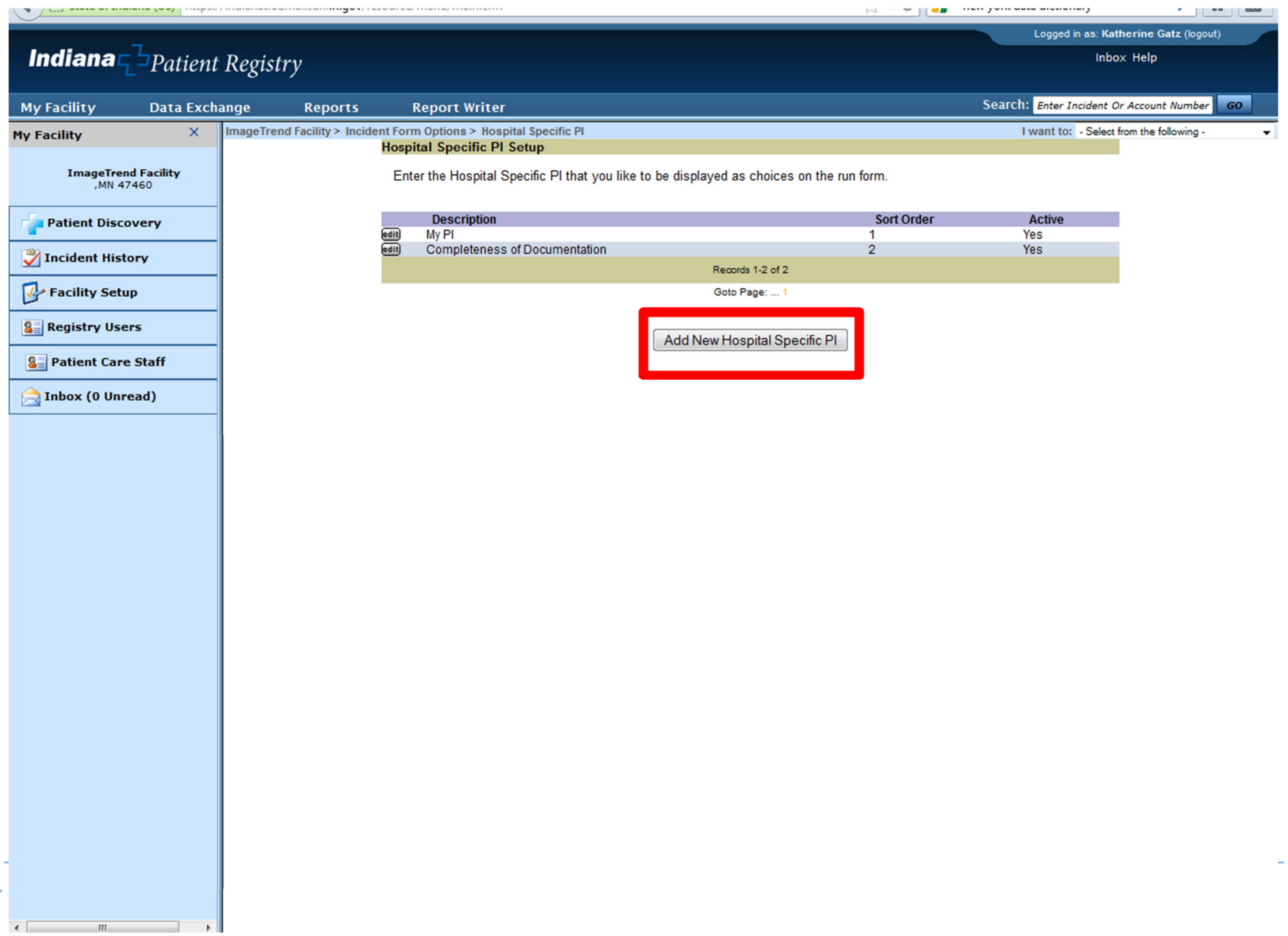
The arrows in the middle of the screen allow you to add up to ten favorite PI Audits that will be viewed first for complication/PI purposes. You can select up to ten favorites. Once the changes have been made, be sure to click the "Save Favorite Services" button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (5)



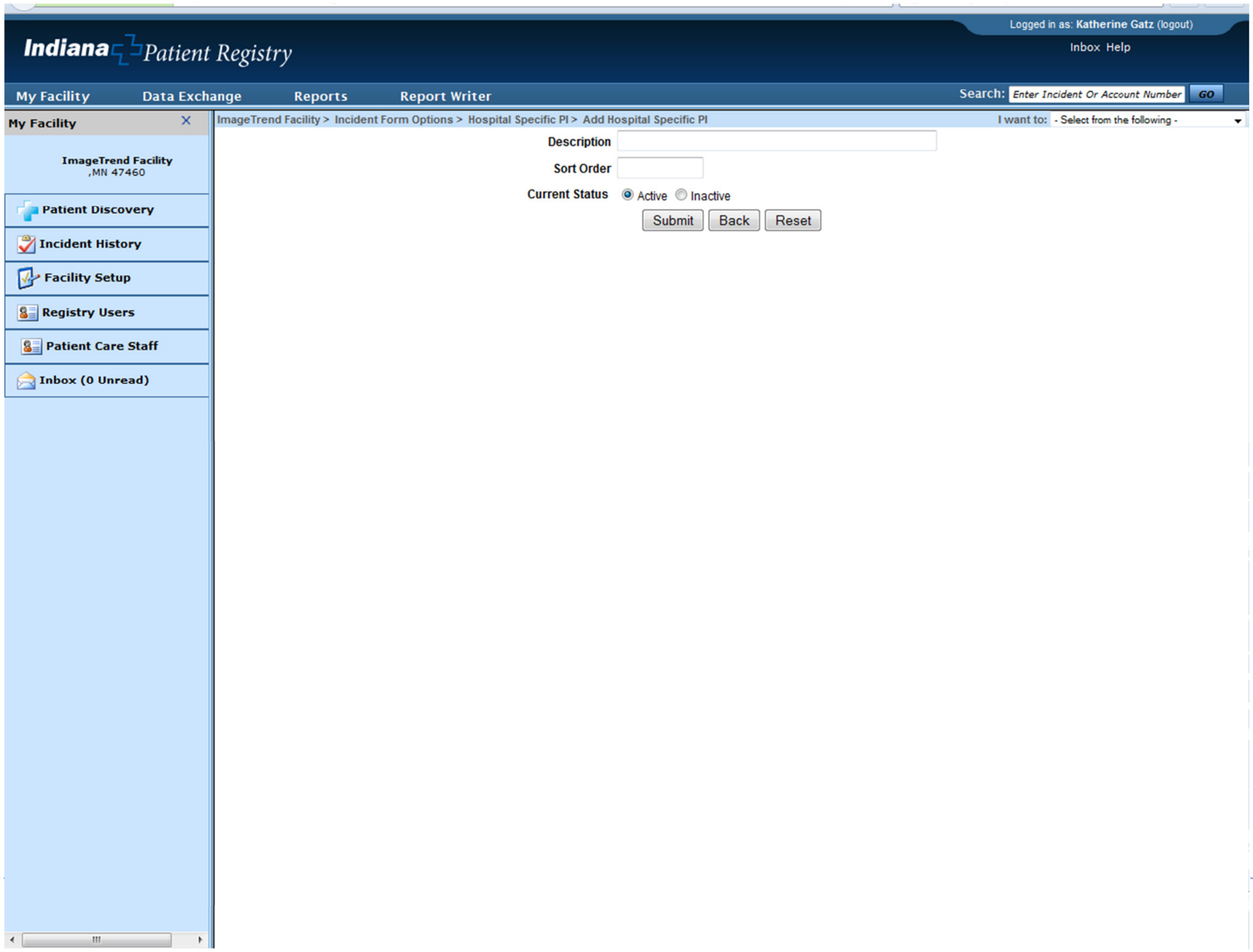
Clicking on the "Hospital Specific PI Setup" button allows you to add favorite PI audits available to you for complication/PI information.

Hospital-Specific PI Audits Setup



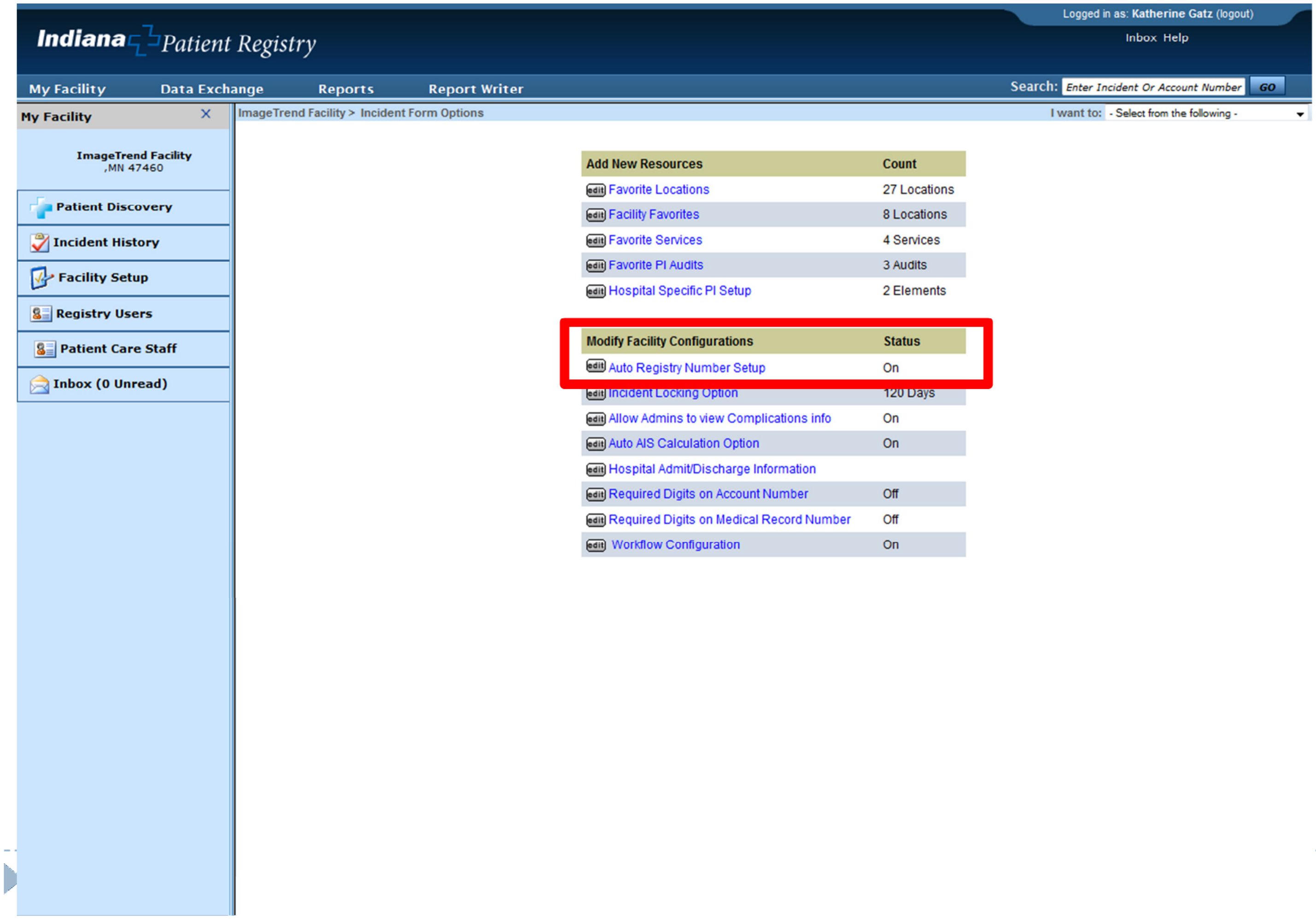
The "Edit" button allows you to edit the information regarding any current PI. You also have the option to add a new hospital specific PI audit that will be available on the drop-down menu.

Hospital-Specific PI Audits Setup (2)



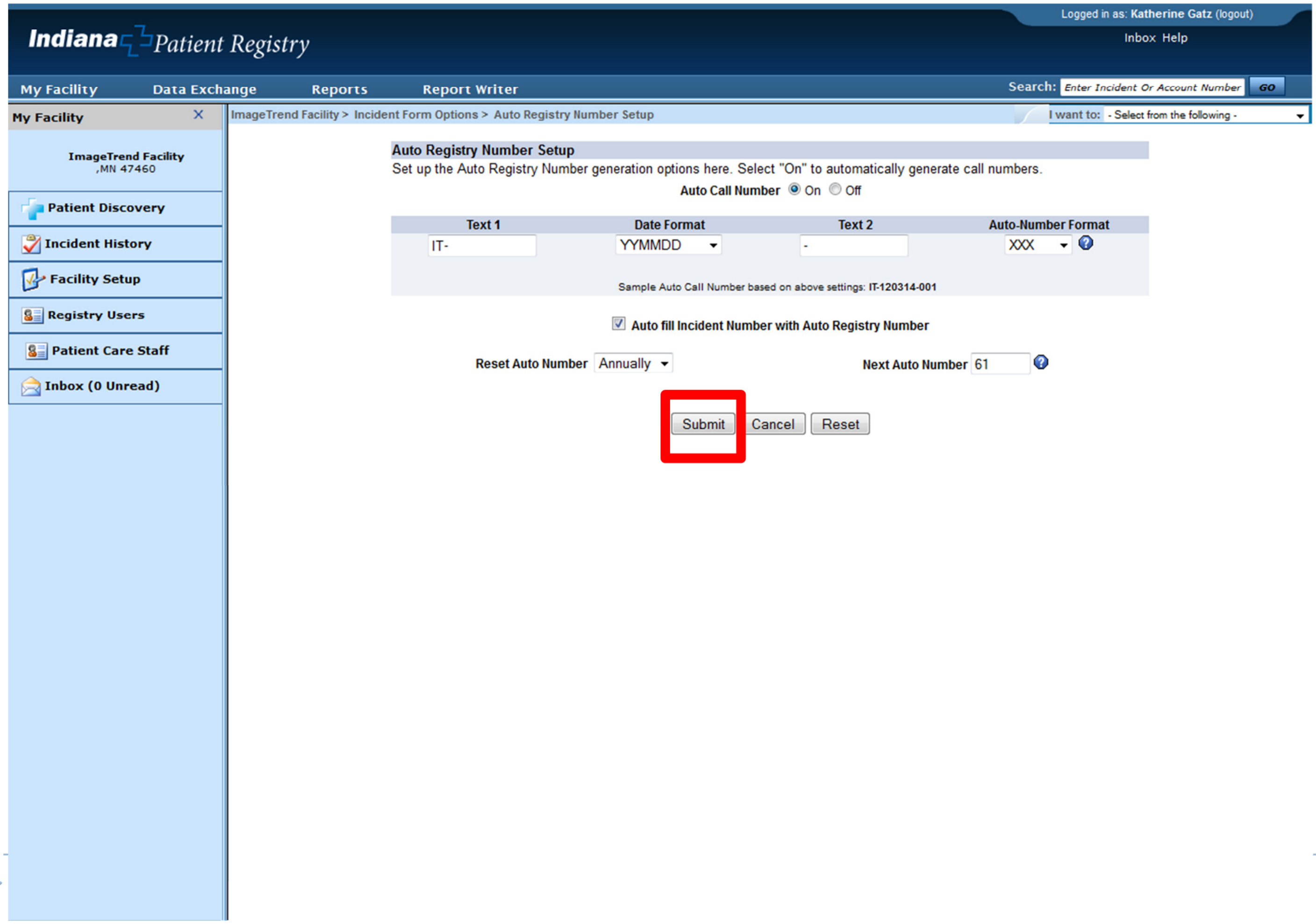
You also have the option to add a new hospital specific PI audit that will be available on the drop-down menu. Write a description of the PI and then determine in what order this particular PI falls. Setting the "Current Status" to "Active" allows this PI To be displayed on the Complications/PI page. When you are done entering the information, click the "Submit" button to return to the main page.

I Want To:
View Incident Options & Resources (6)



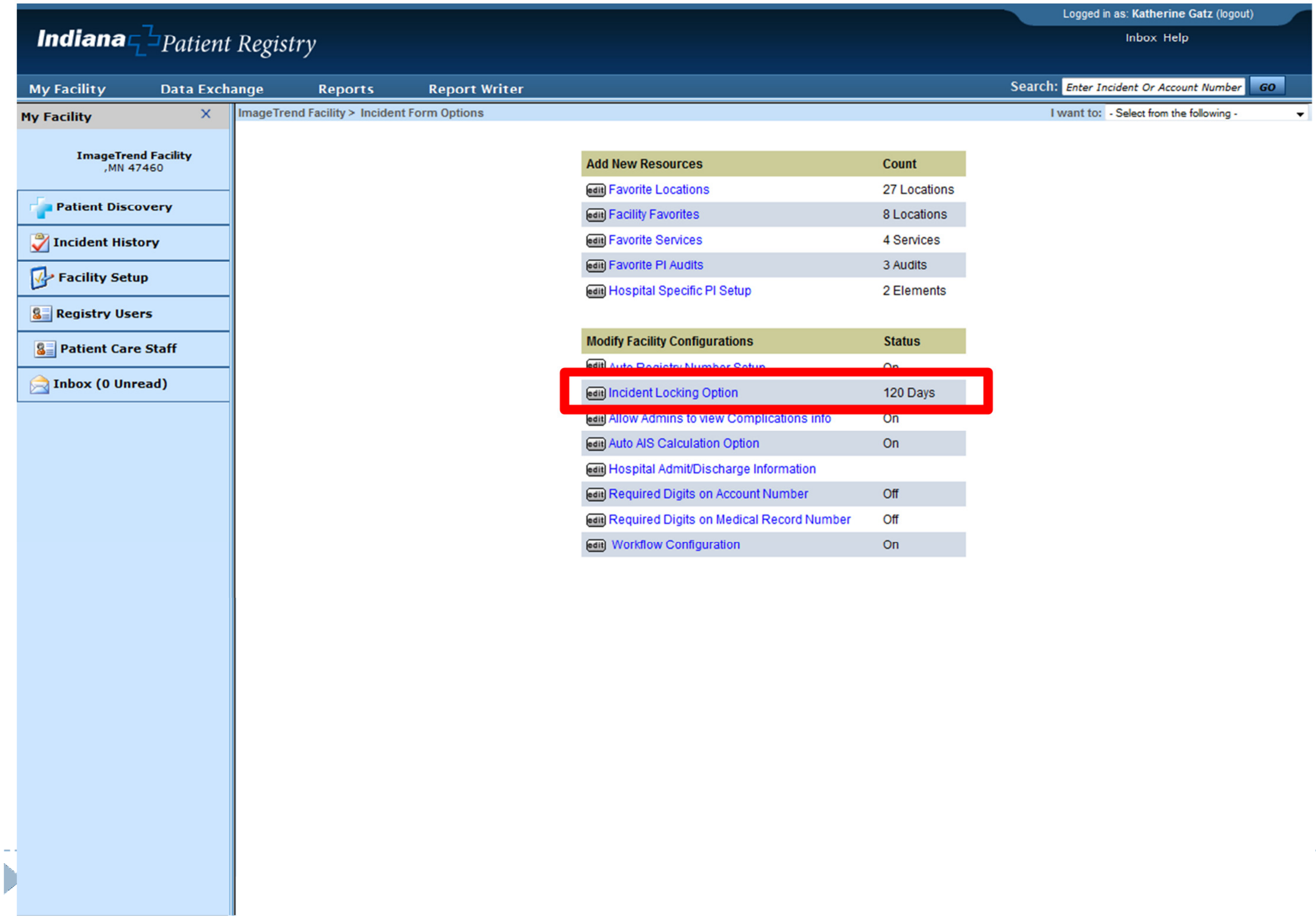
Clicking on the “Auto Registry Number Setup” button allows you to modify the current settings that are used to produce the auto-generated trauma registry number.

Auto Registry Number Setup



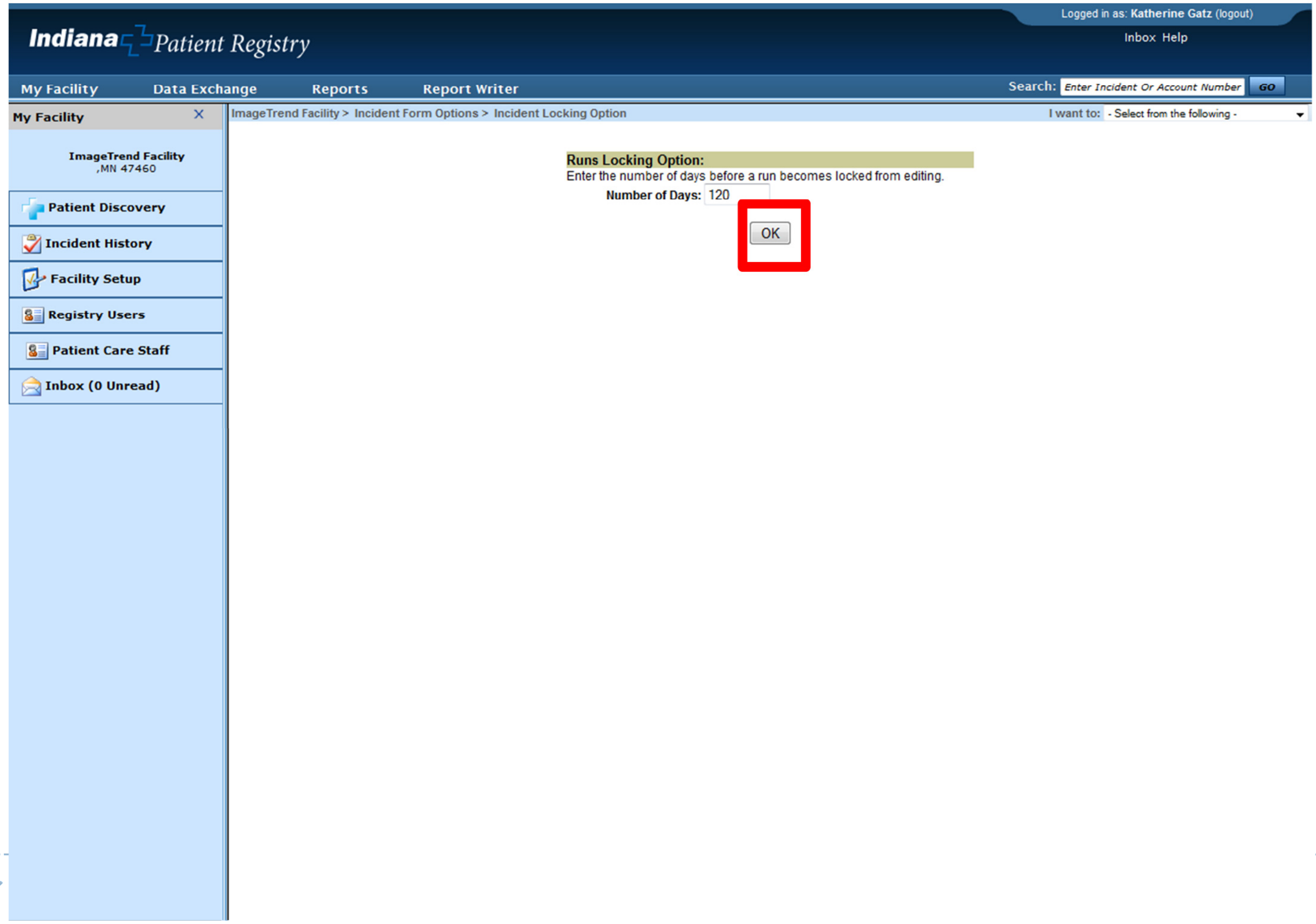
You have the option to allow the registry to automatically generate the trauma registry number. The “Text 1” box should use the hospital’s initials (recommended by ImageTrend). If the hospital has the same initials as another facility, it is encouraged to use Text 2 to enter the hospital’s location (city/town/county) to allow a unique number set to your specific hospital. Once the changes have been made, click the “Submit” button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (7)



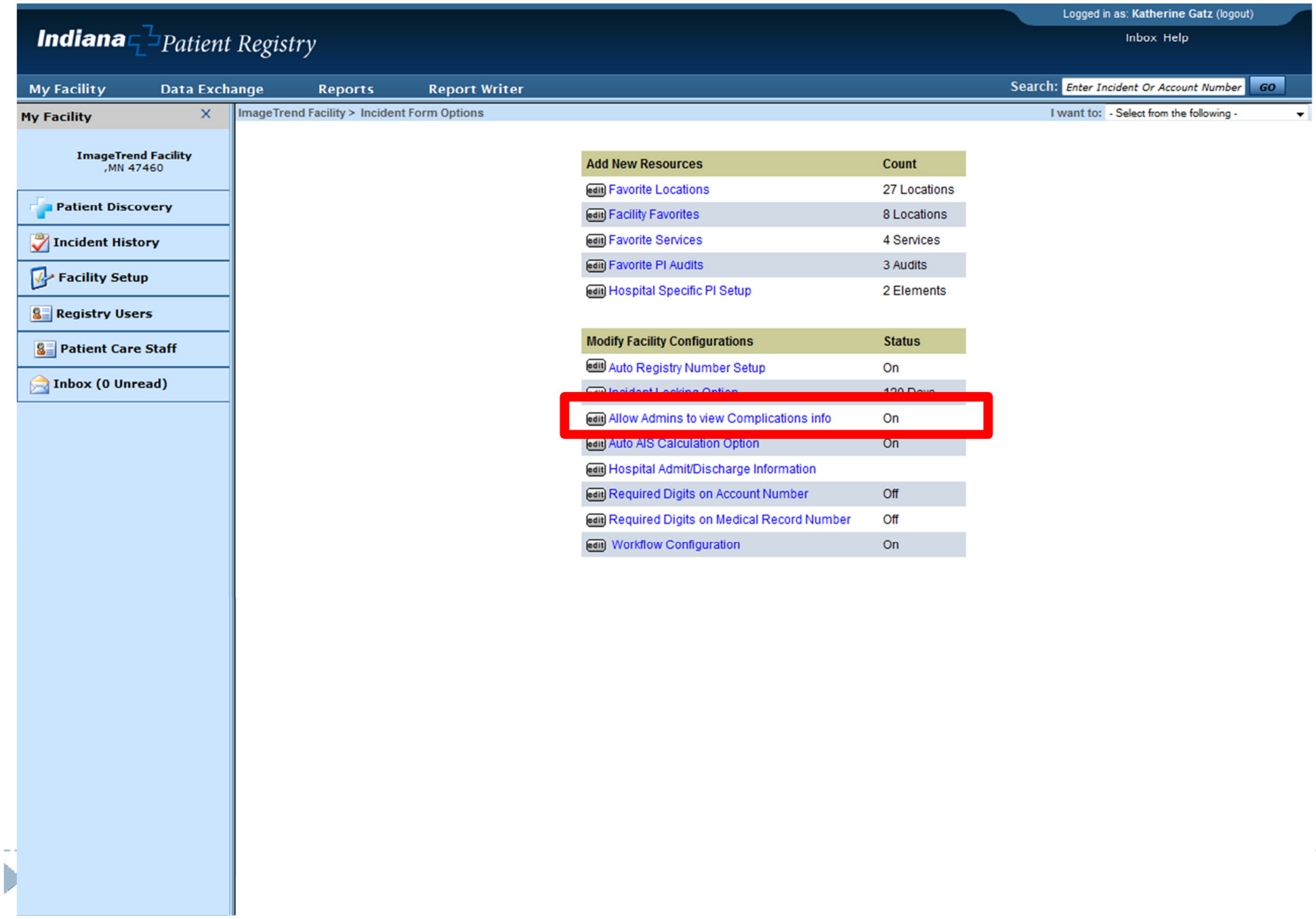
Clicking on the “Incident Locking Option” button allows you to set a period of time in which an incident can no longer be edited.

Run Locking Option Setup



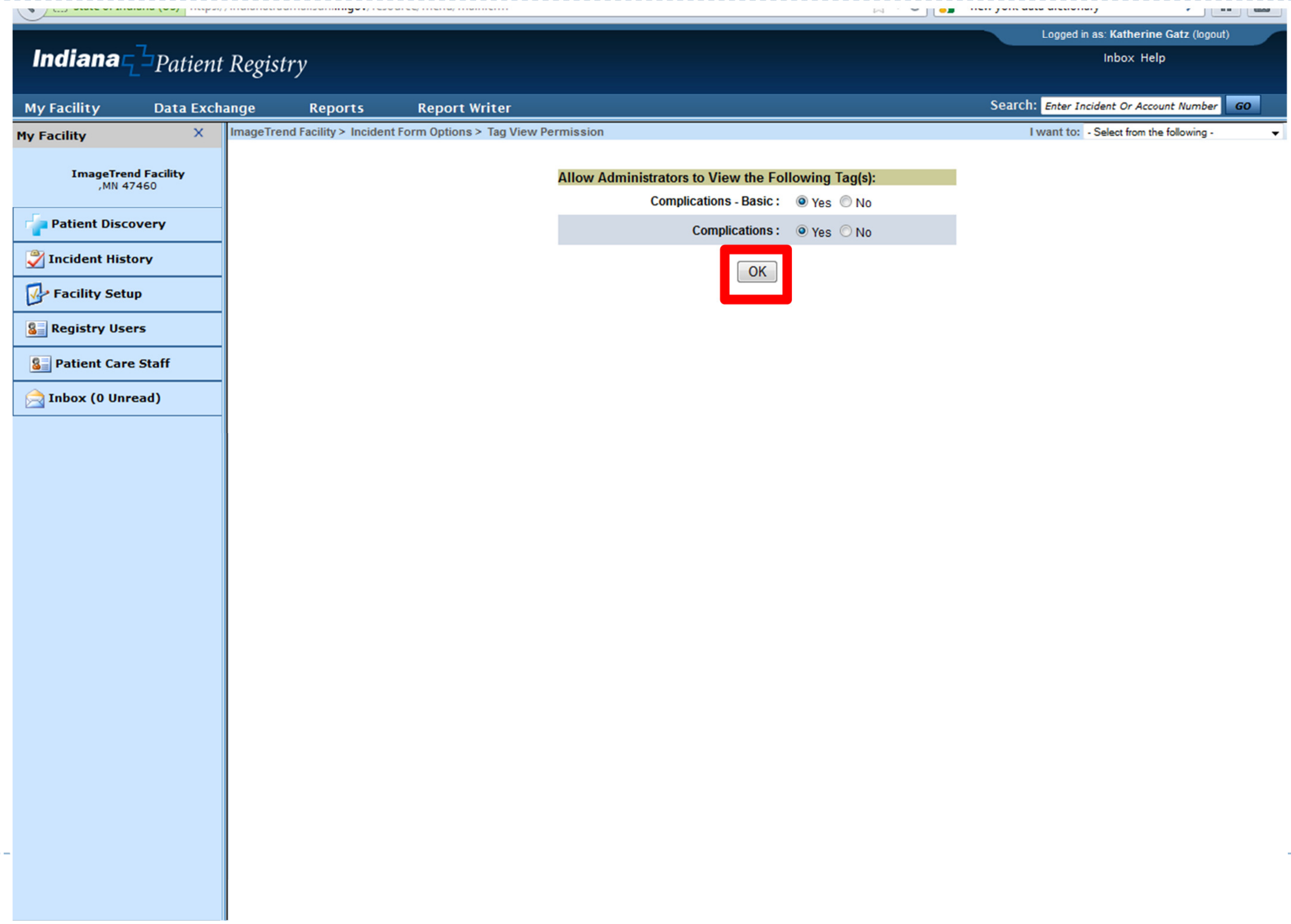
After changing the number of days a record can be edited before locking, click on the "OK" button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (8)



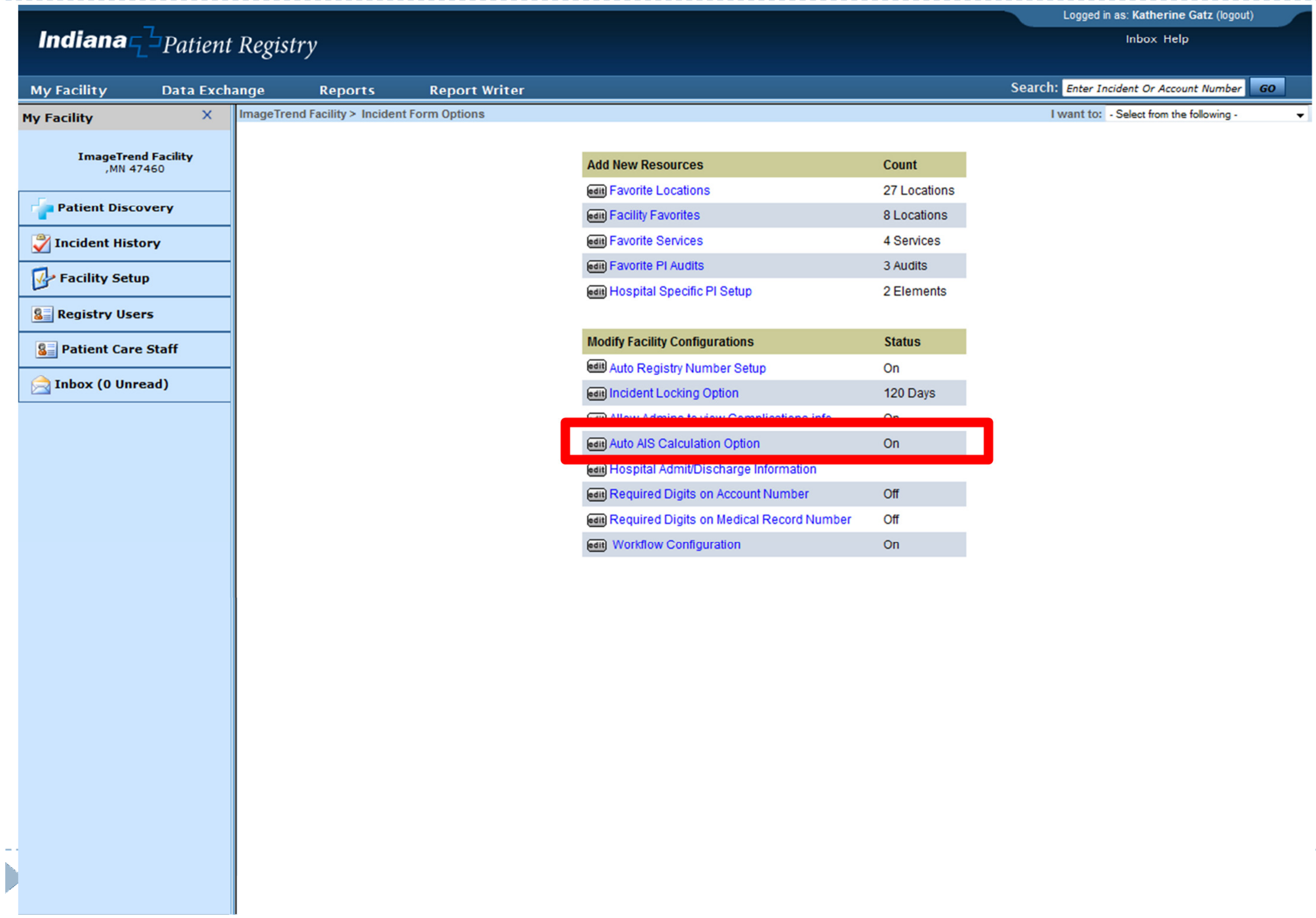
Clicking on the “Allow Admins to view Complications Info” button allows you to grant permission for administrators to view different levels of complications information.

Admin View Permissions Setup



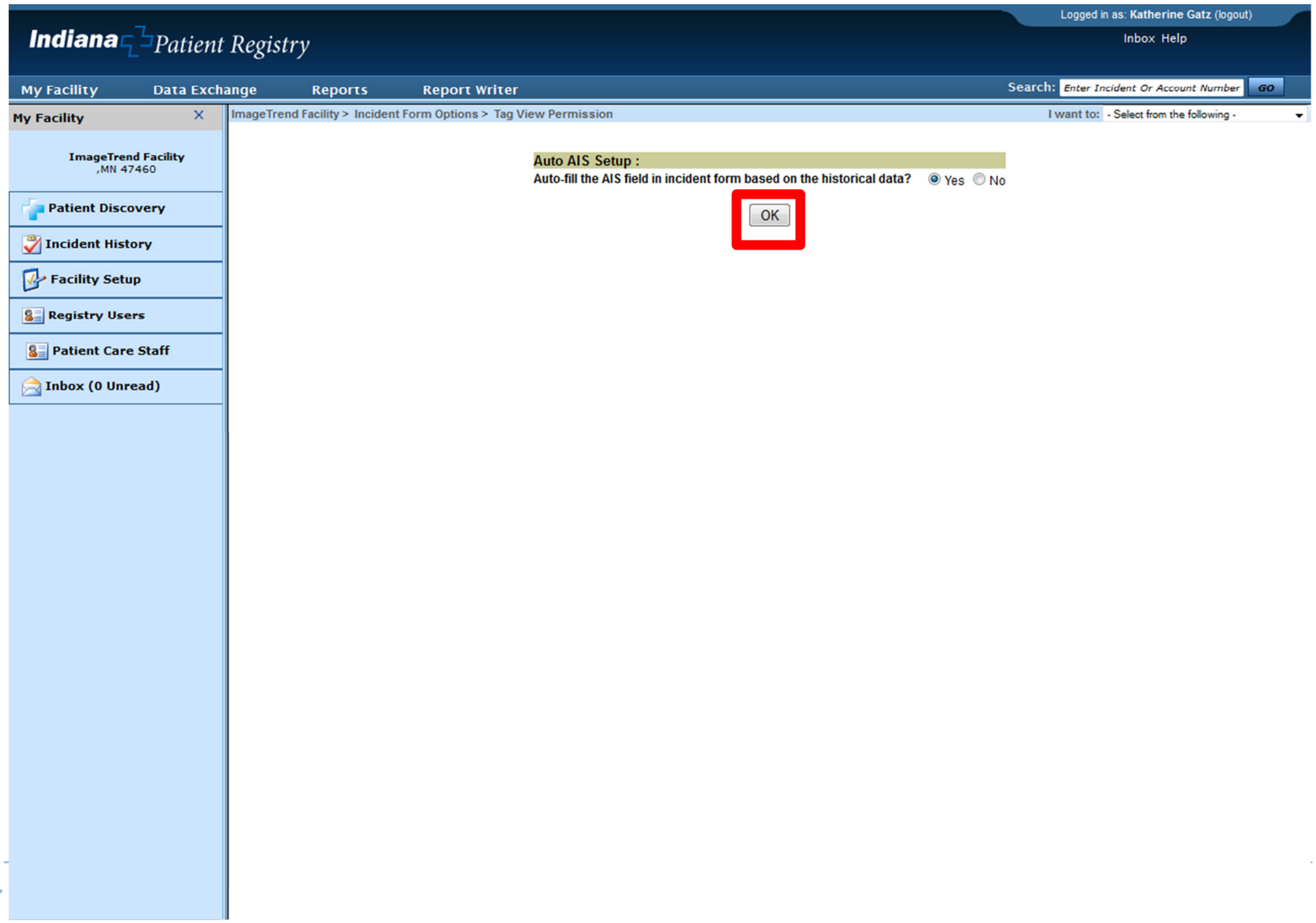
After changing the permissions for the administrators, click on the "OK" button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (9)



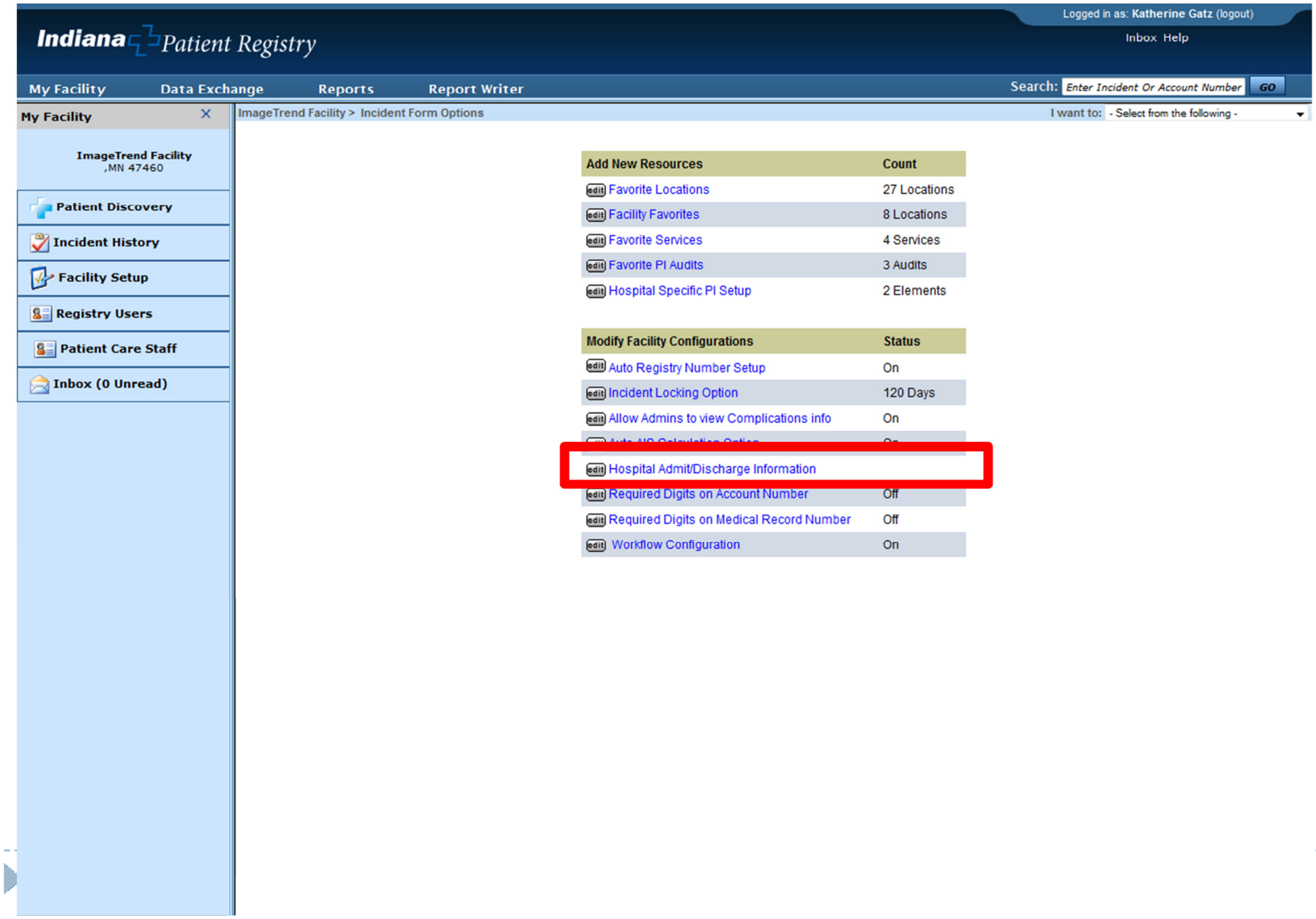
Clicking on the "Auto AIS Calculation Option" button allows you to give the system permission to auto-fill the AIS field in the incident form based on the ICD-9 code that is entered.

Auto AIS Setup



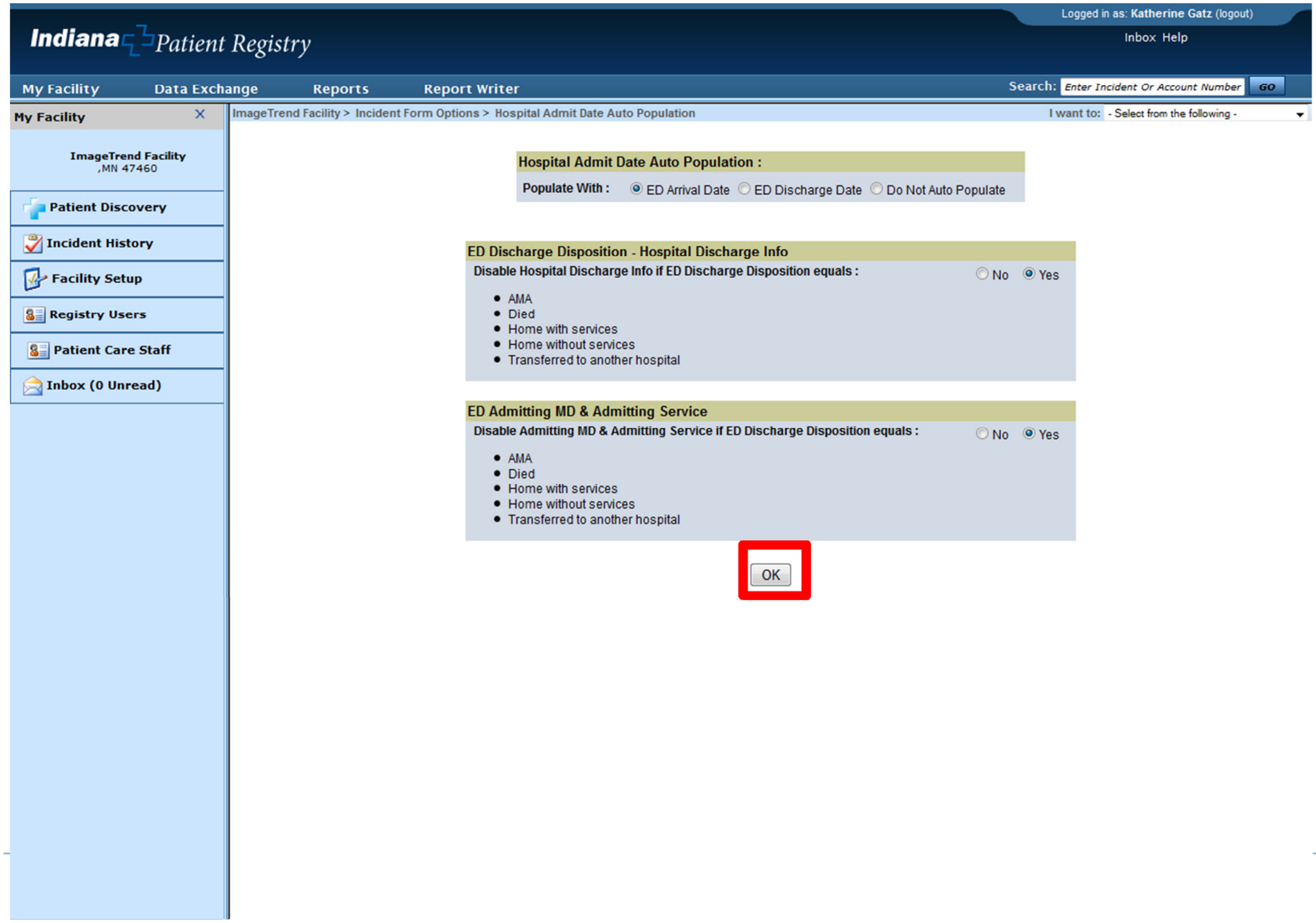
After changing the permissions for the AIS auto-fill, click on the “OK” button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (10)



Clicking on the “Hospital Admit/Discharge Information” button allows you to modify options available based on the answers you provide in the incident form.

Hospital Admit/Discharge Setup



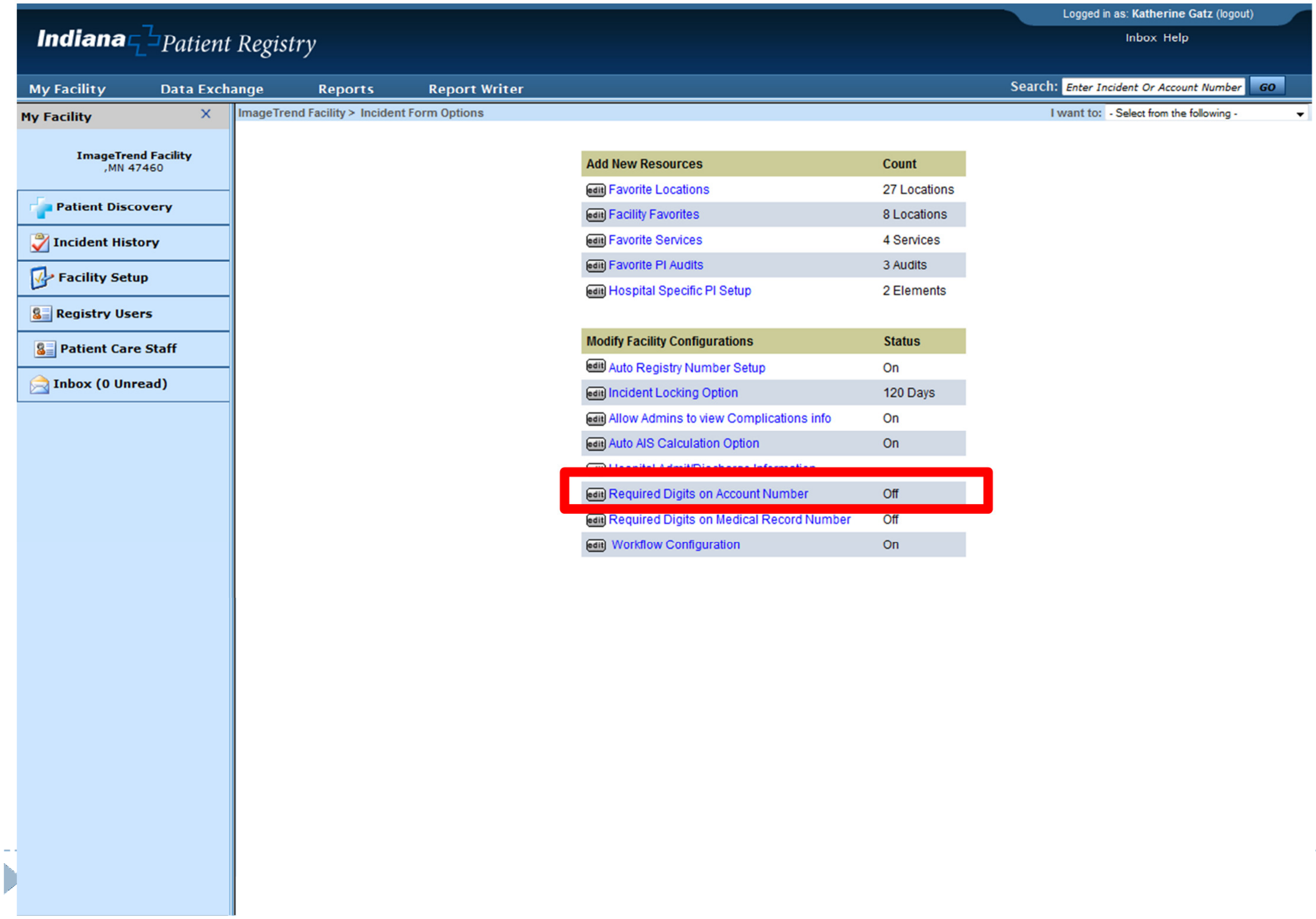
You can change the following settings:

1 – How the Hospital Admission Date is auto-populated

2 - If the user selects a specific option for ED Discharge Disposition, they can disable Hospital Discharge information

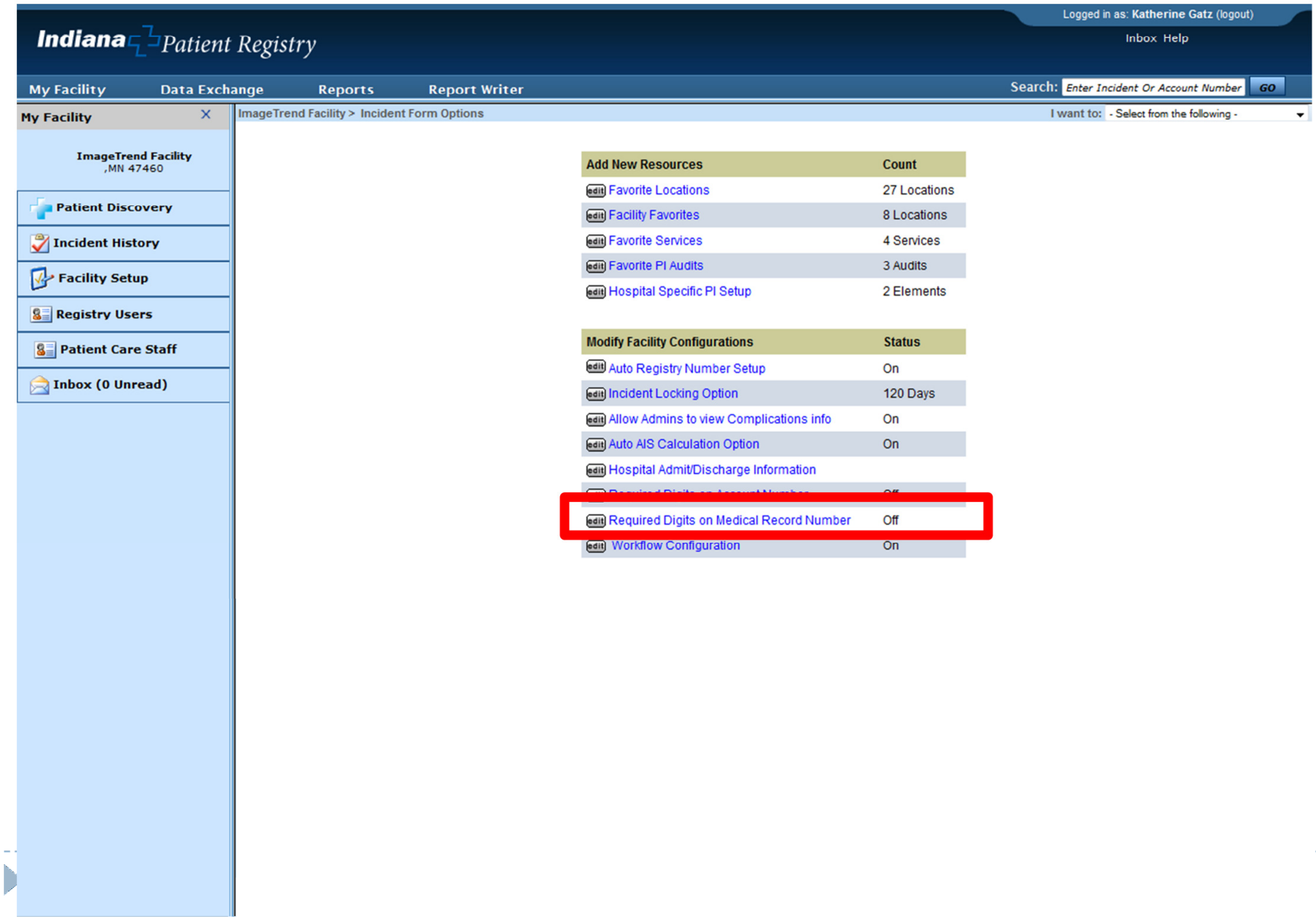
3 – If the user selects a specific option for ED Discharge Disposition, they can disable Admitting MD & Service

I Want To:
View Incident Options & Resources (11)



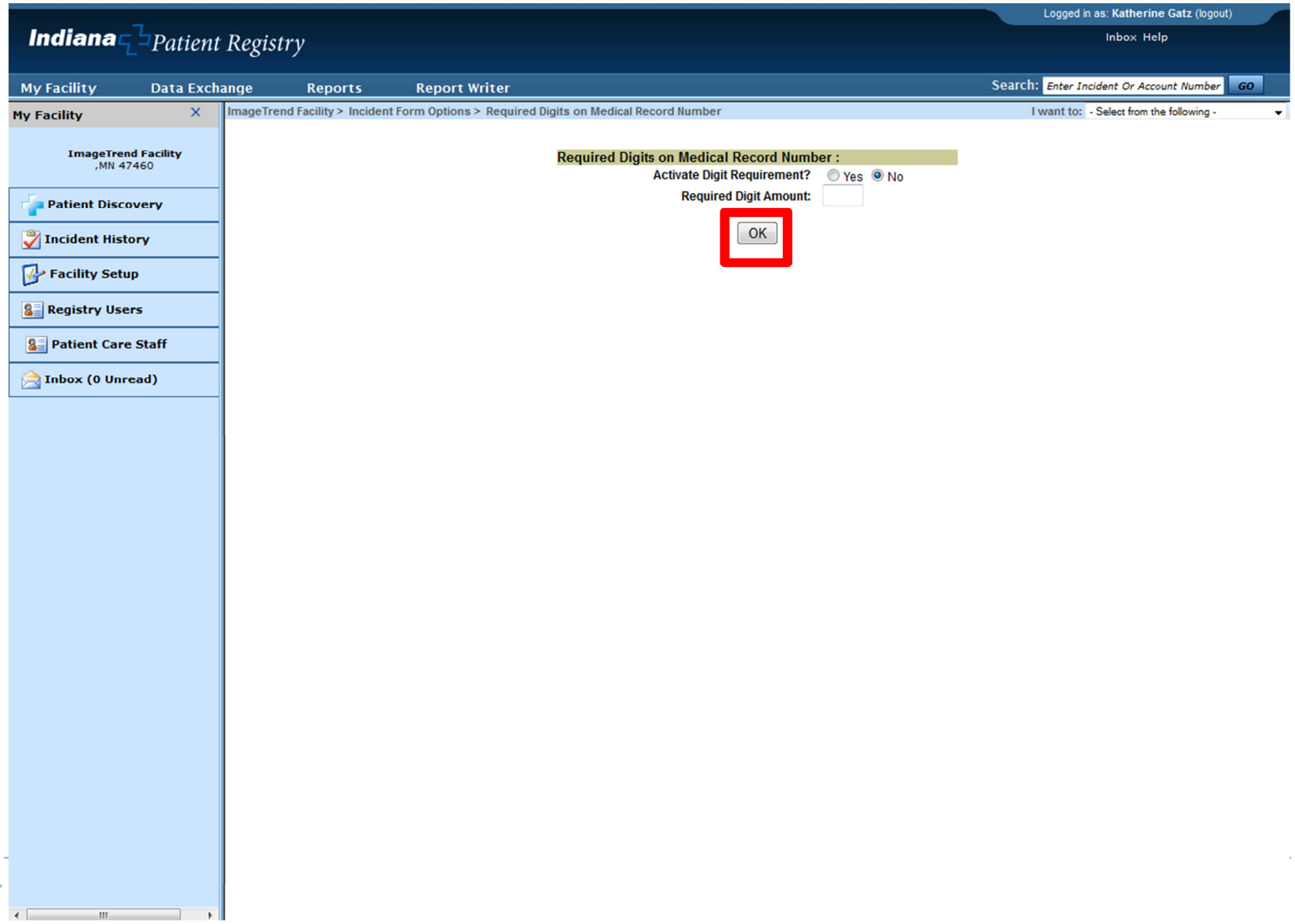
The “Required Digits on Account Number” button is not used by Indiana at this time.

I Want To:
View Incident Options & Resources (12)



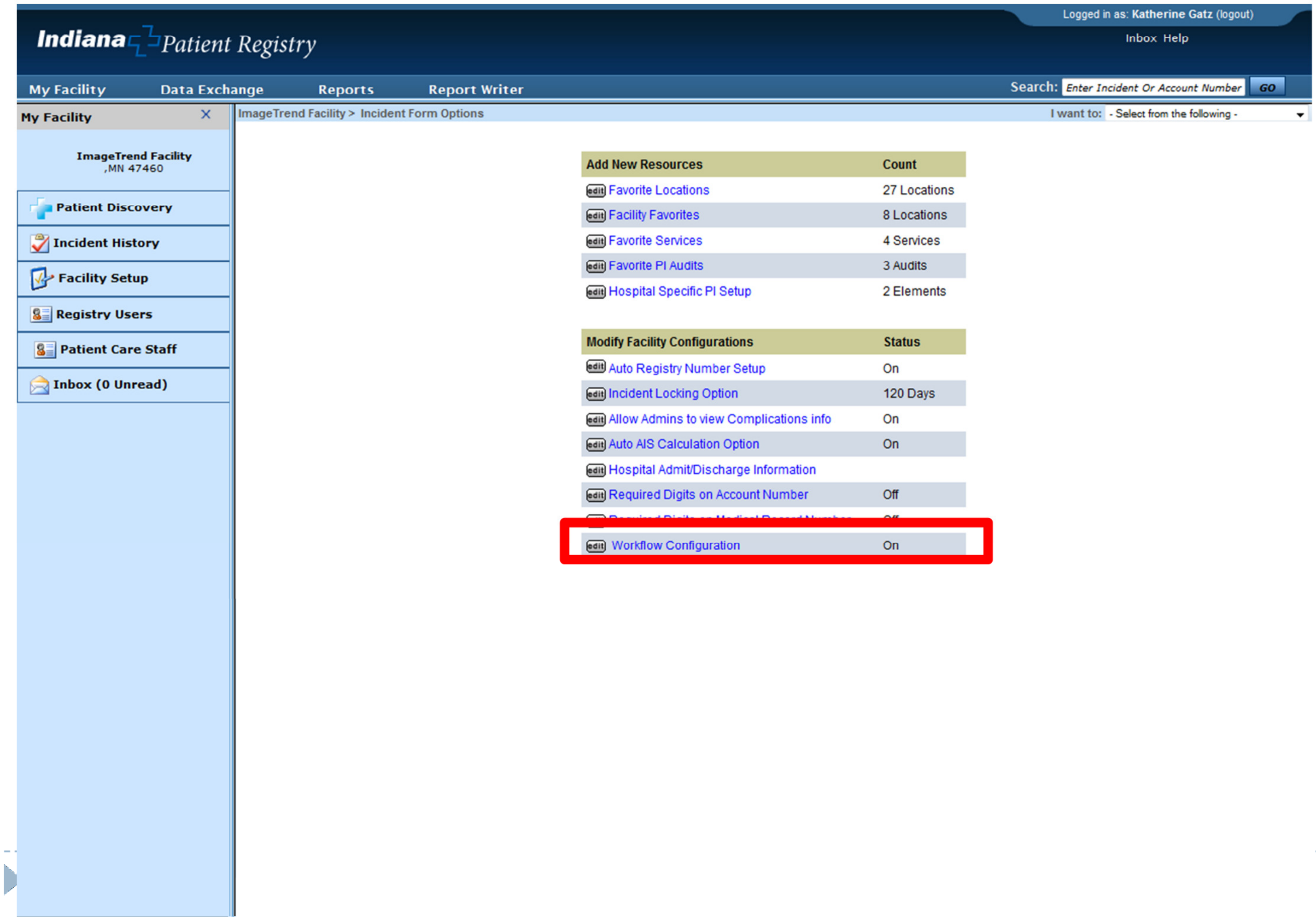
Clicking on the “Required Digits on Medical Record Number” button allows you to determine whether or not a certain number of digits will be required regarding the medical record number.

Required Digits on Account Number Setup



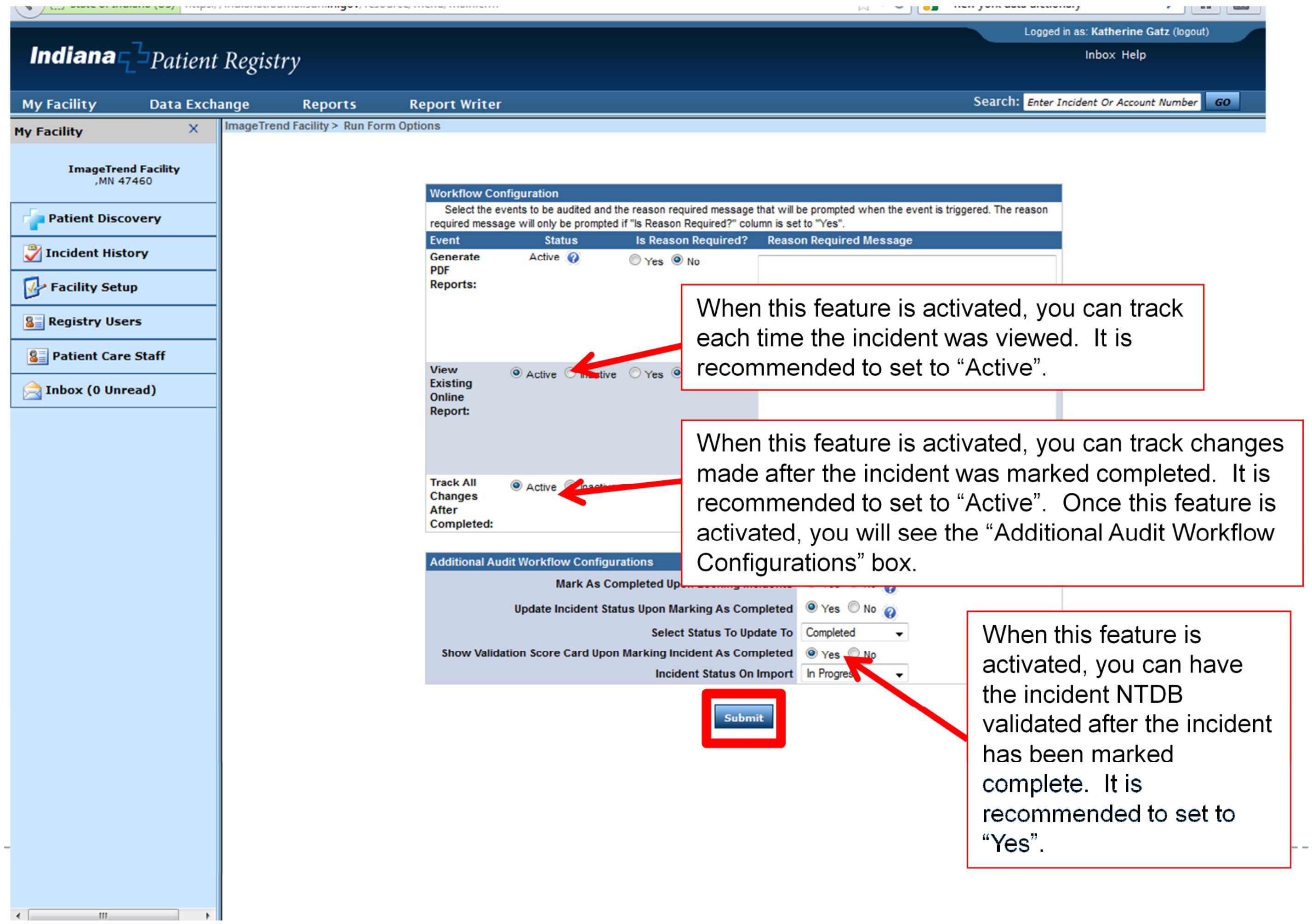
Once you have determined whether or not a certain number of digits will be required for the medical record number and if so, how many digits will be required, click on the "OK" button. To return to the original screen, choose I Want To: View Incident Options & Resources.

I Want To:
View Incident Options & Resources (13)



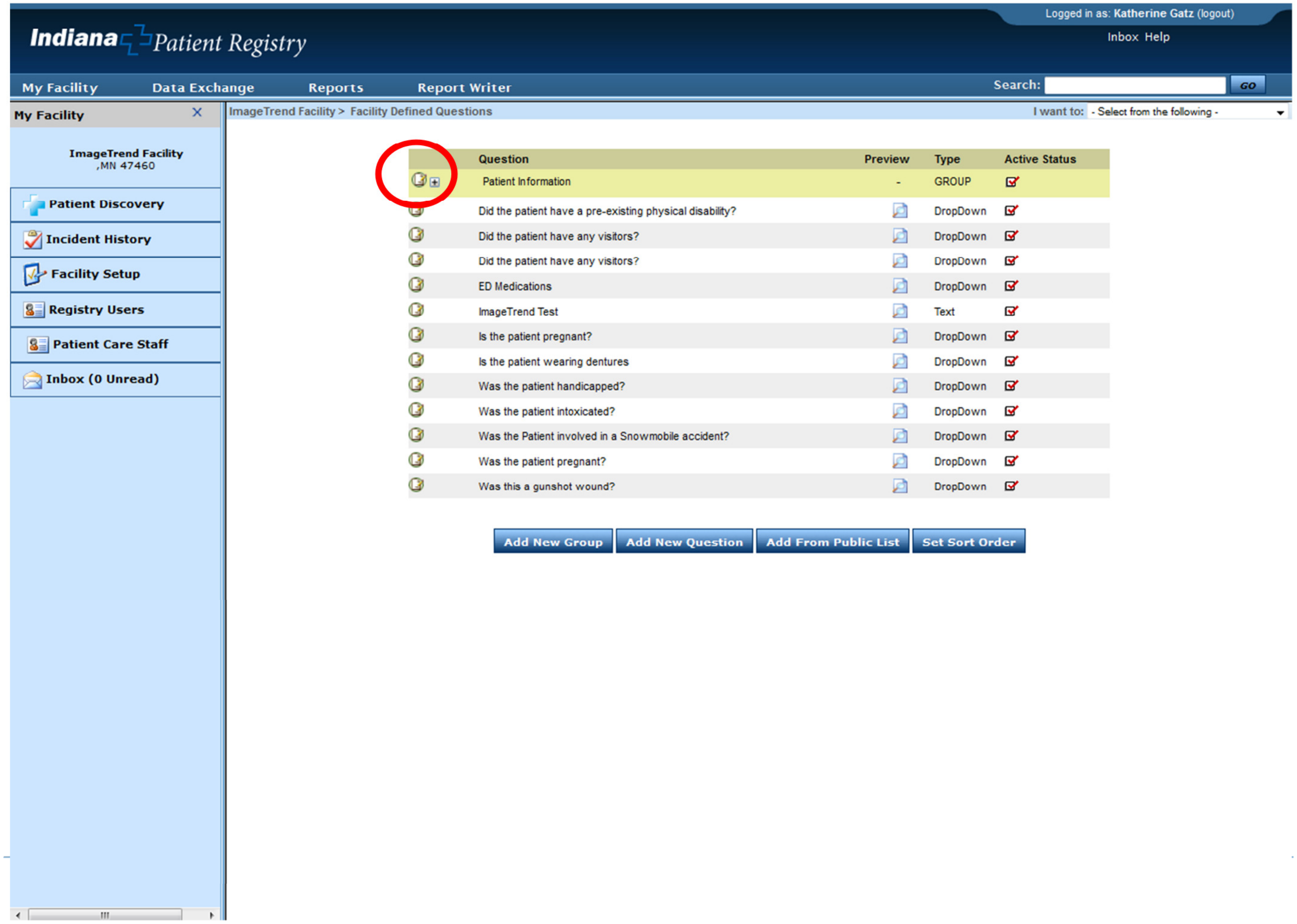
Clicking on the “Workflow Configuration” button allows you to track each time an existing incident is viewed, track all changes made after the incident is completed, and validate each incident against the NTDB once you mark the incident as complete.

Workflow Configuration Setup



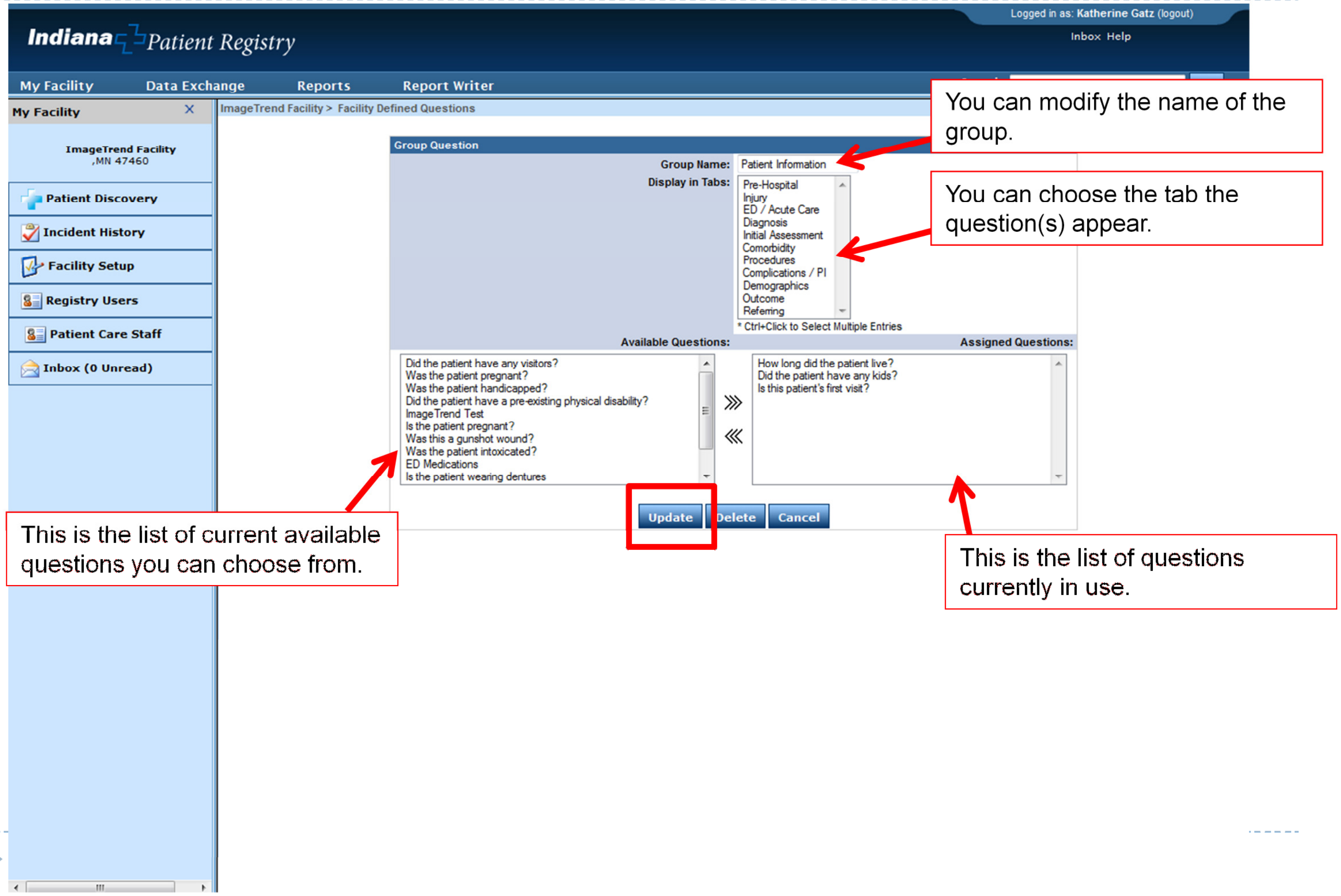
Click on the "Submit" button once you are done modifying the settings. In order to return to the original screen, click on the "Facility Setup" button on the left-hand side of the screen and then choose I Want To: View Incident Options & Resources. Activating all of these features is highly recommended by ImageTrend.

I Want To:
View Facility Defined Questions



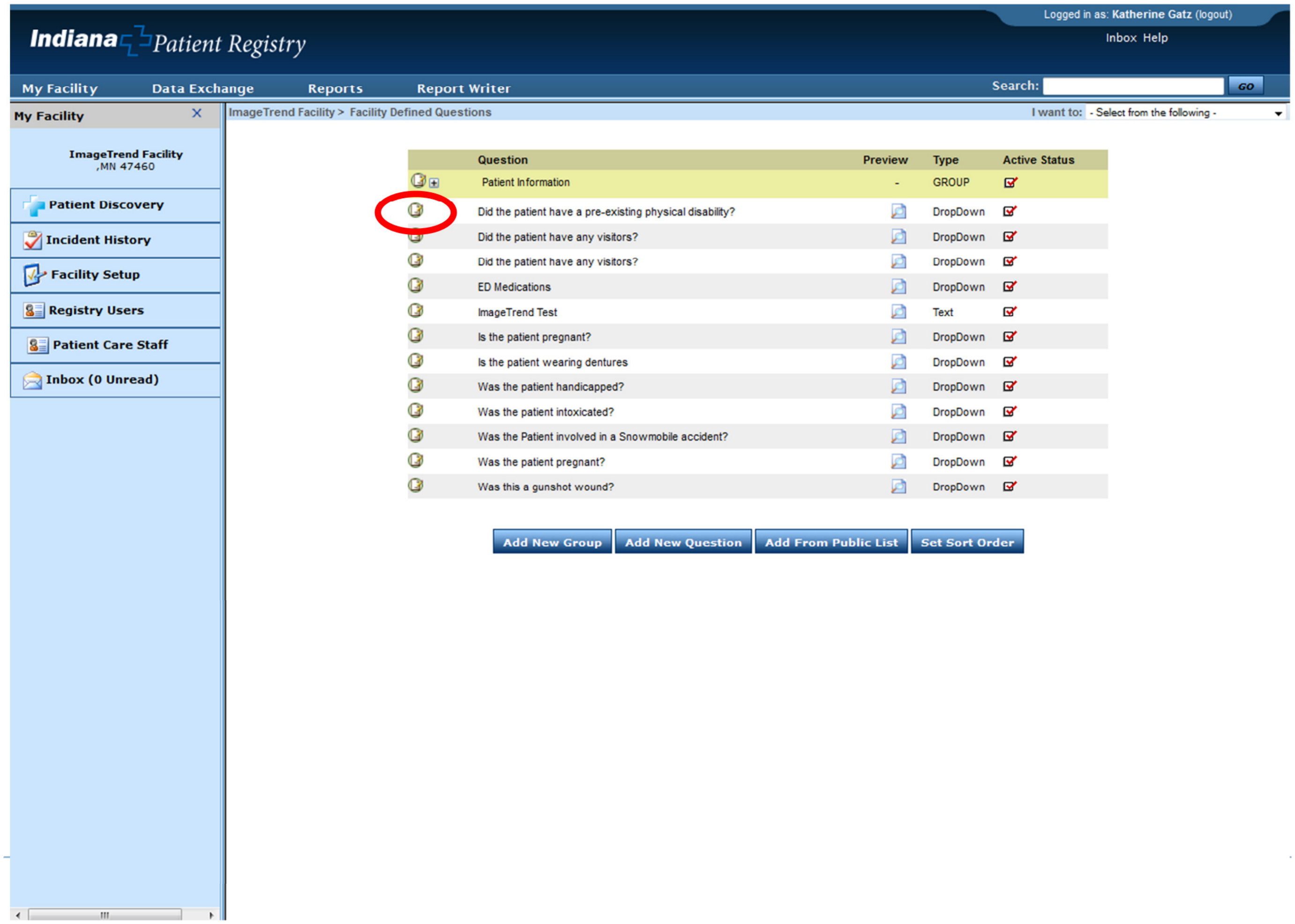
When you select “I Want To: View Facility Defined Questions”, you are brought to the screen shown. Clicking on the clipboard icon with the plus sign in the bottom corner will allow you to change information regarding that particular group of questions.

Group Question Information Screen



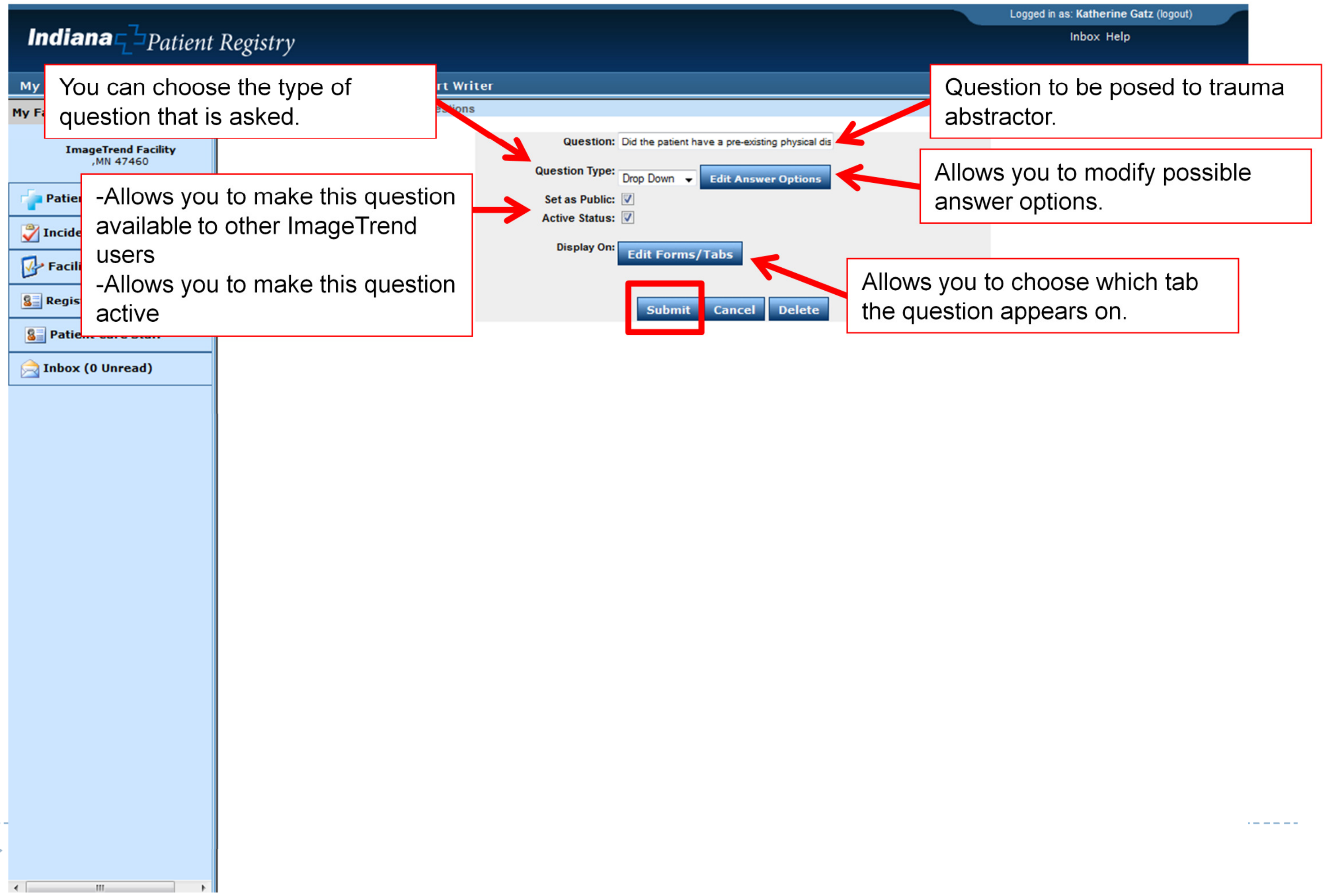
After modifying the options, click the "Update" button to save the information. This will return you to the main "I Want to: View Facility Defined Questions" screen.

I Want To:
View Facility Defined Questions (2)



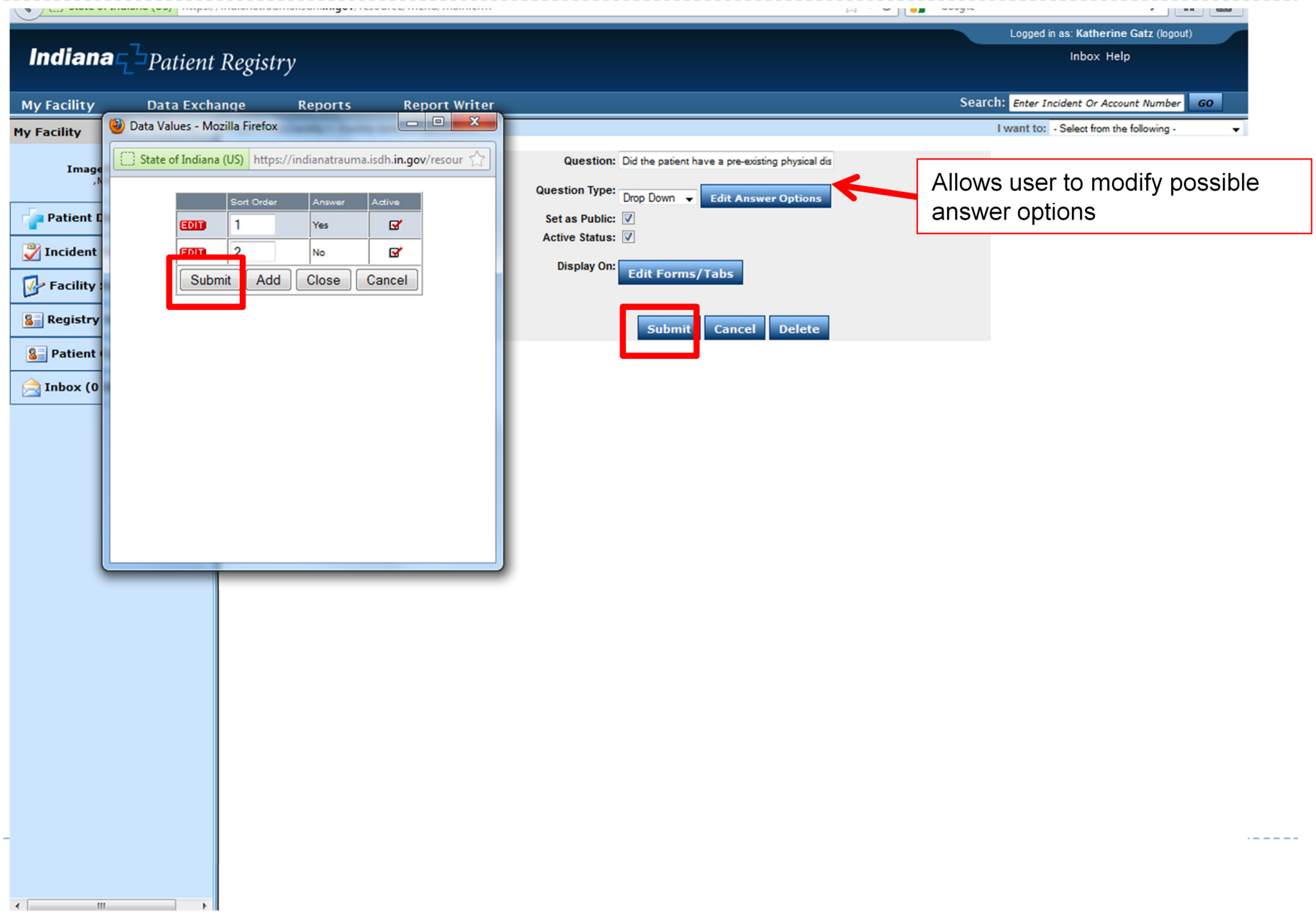
When you select “I Want To: View Facility Defined Questions”, you are brought to the screen shown. Clicking on the clipboard icon will allow you to change information regarding that particular question.

Facility Defined Question Screen



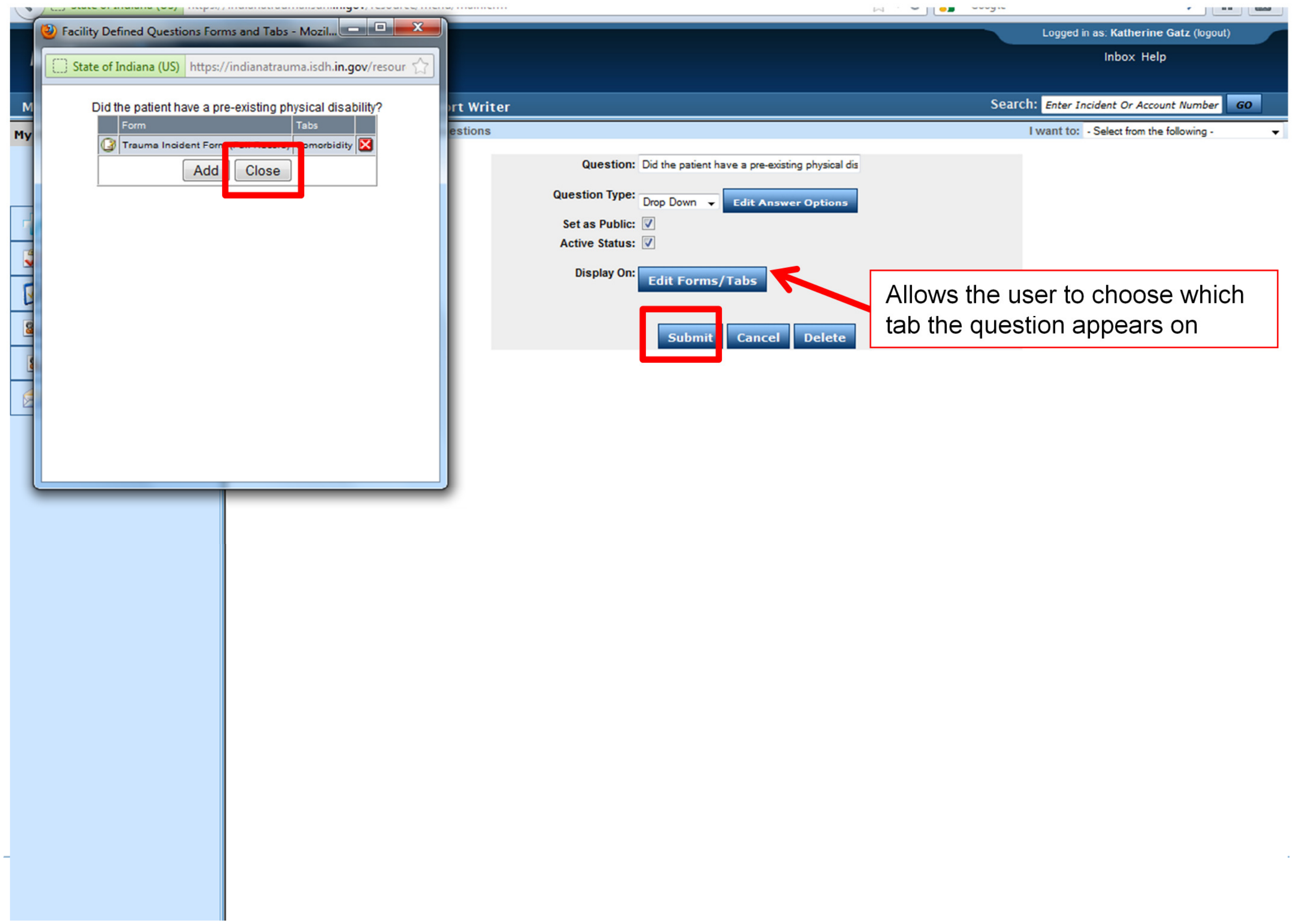
After you have finished modifying the settings for the question, save the settings by clicking the “Submit” button. This will return you to the main “I Want to: View Facility Defined Questions” screen.

‘Edit Answer Options’ Screen



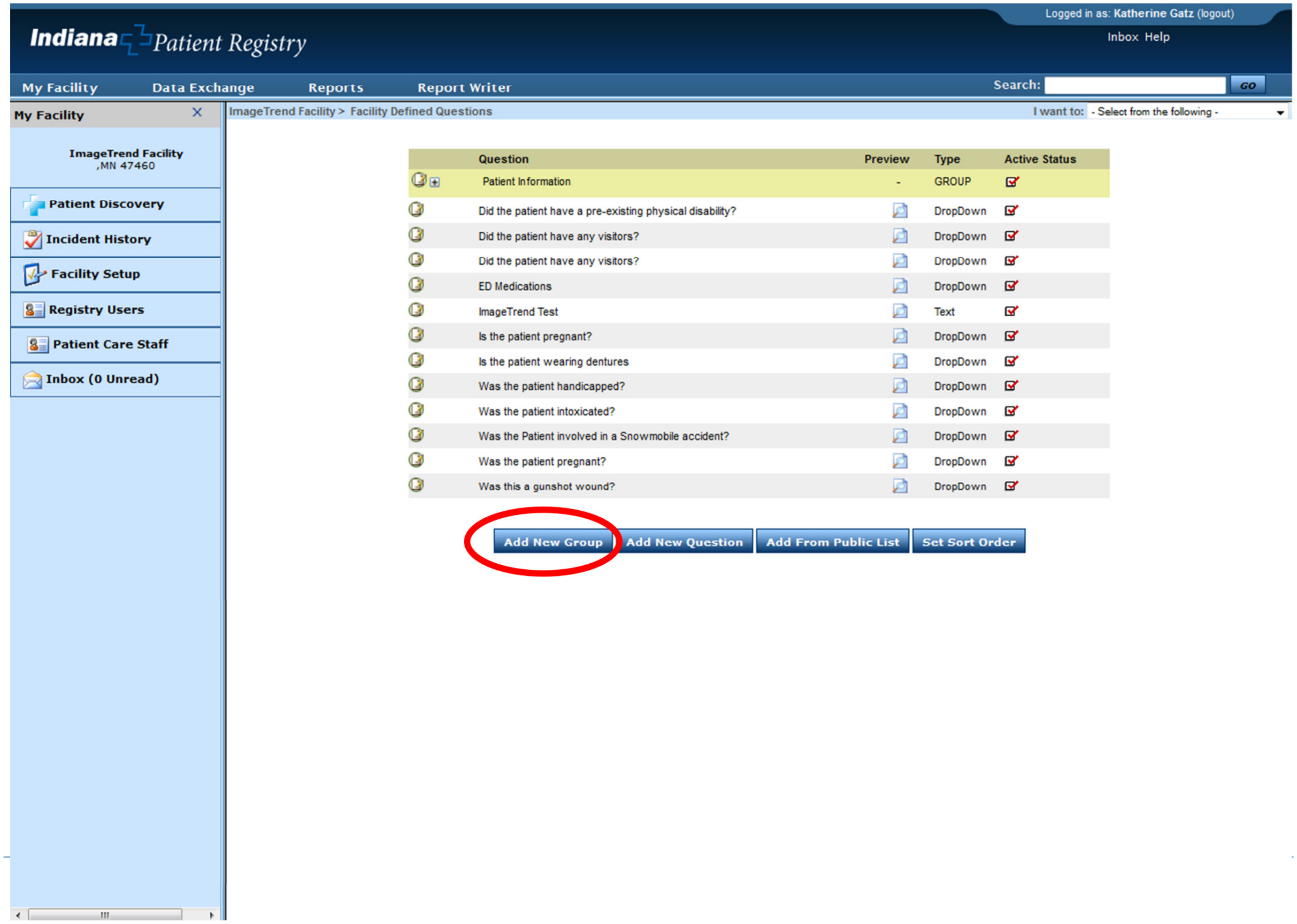
When you click on the “Edit Answer Options” button, an additional screen will appear that allows you to choose the order the answers appear, add an additional answer, edit a current answer, or delete a current answer. After you have finished modifying the settings for the question, save the settings by clicking the “Submit” button. Click the “Submit” button on the main screen to save those settings.

“Edit Forms/Tabs” Screen



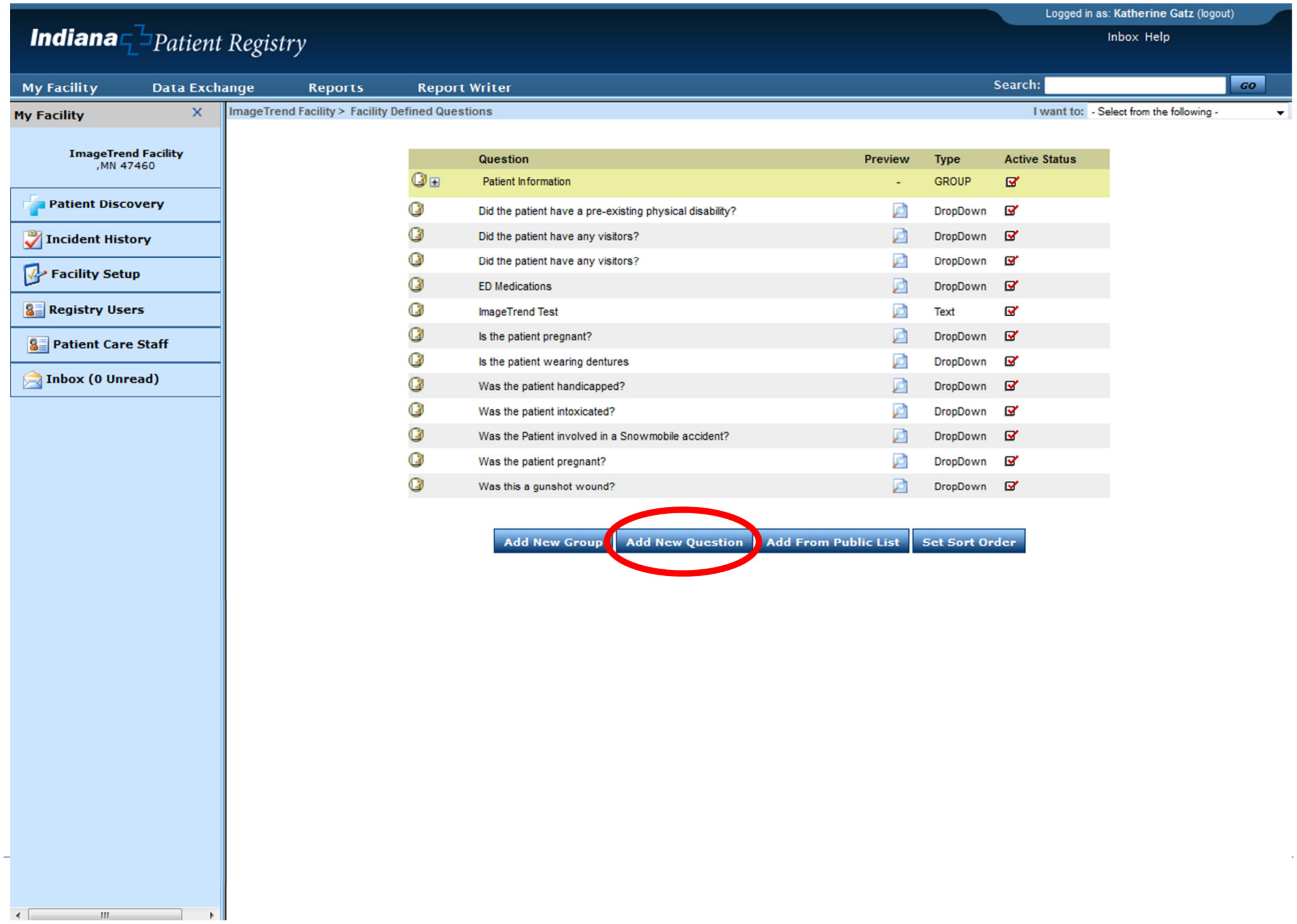
When you click on the “Edit Forms/Tabs” button, an additional screen will appear that allows you to choose the tab and the section of the tab the question appears. After you have finished modifying the settings for the question, save the settings by clicking the “Close” button. This will return you to the main “I Want to: View Facility Defined Questions” screen.

I Want To:
View Facility Defined Questions (3)



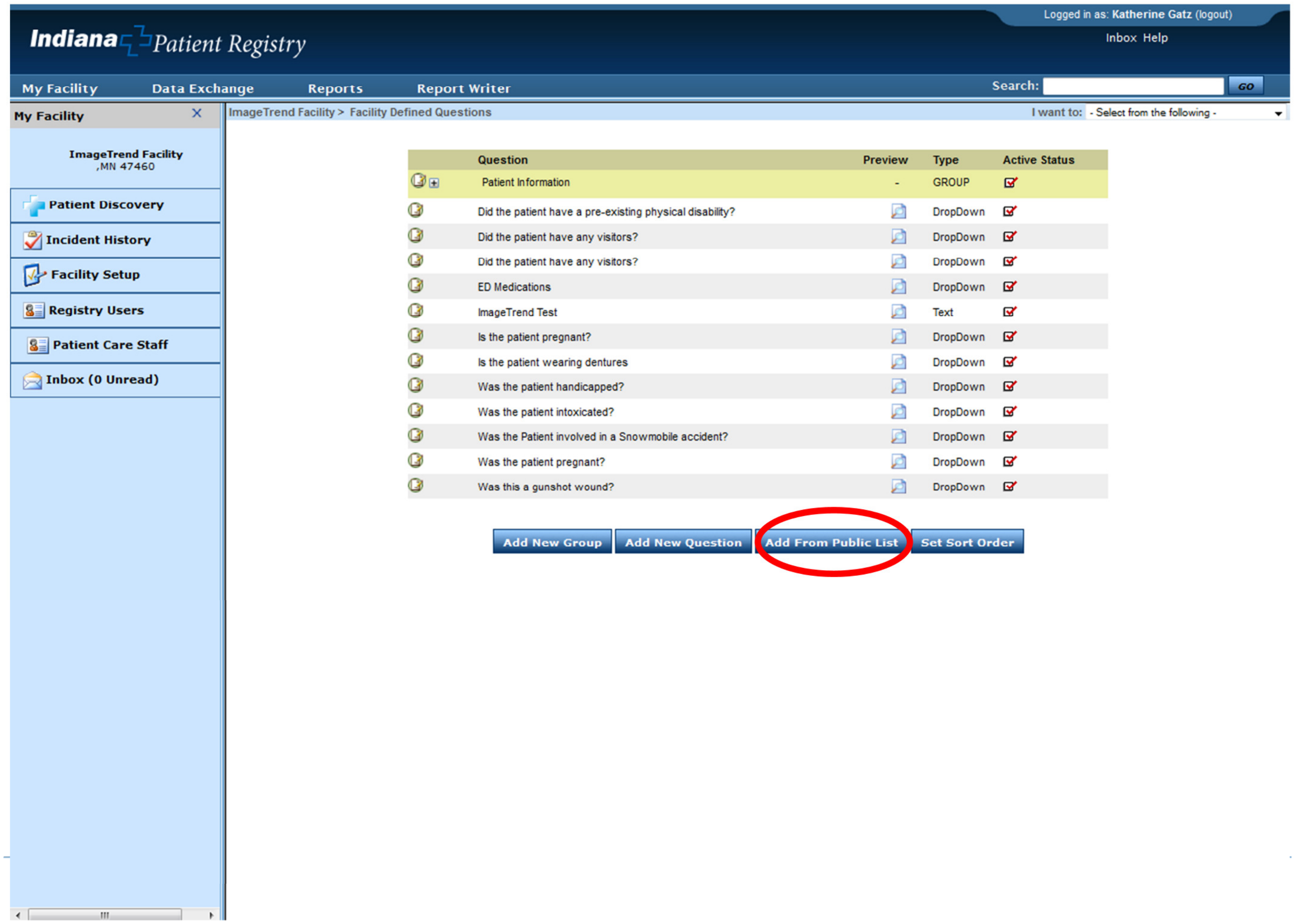
When you select "I Want To: View Facility Defined Questions" you are brought to the screen shown. Clicking the "Add New Group" button brings you to a blank screen that contains the same information as the "Group Question Information Screen" (Slide 54).

I Want To:
View Facility Defined Questions (4)



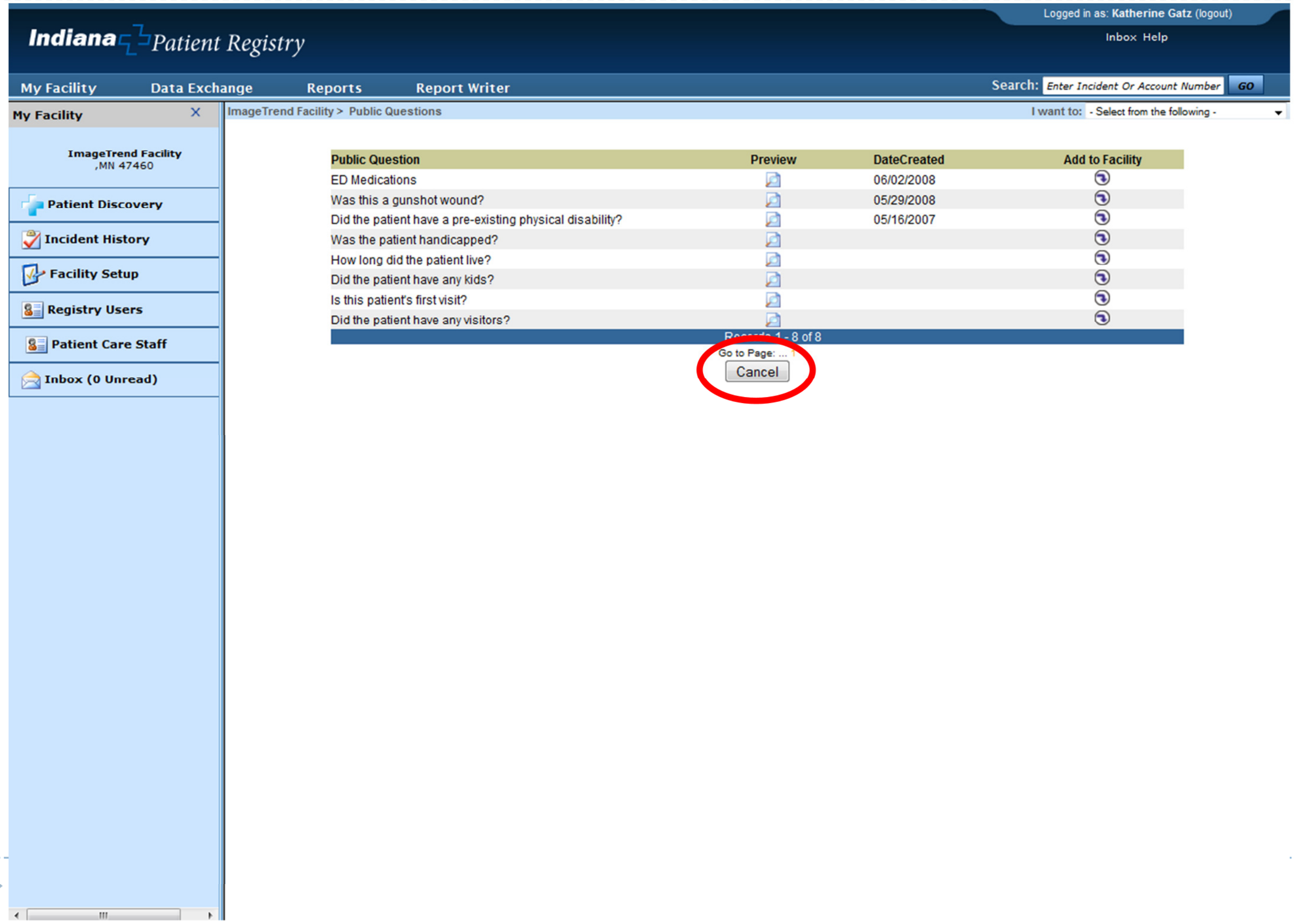
When you select “I Want To: View Facility Defined Questions”, you are brought to the screen shown. Clicking the “Add New Question” button brings you to a blank screen that contains the same information as the “Facility Define Question Screen” (Slide 56).

I Want To:
View Facility Defined Questions (5)



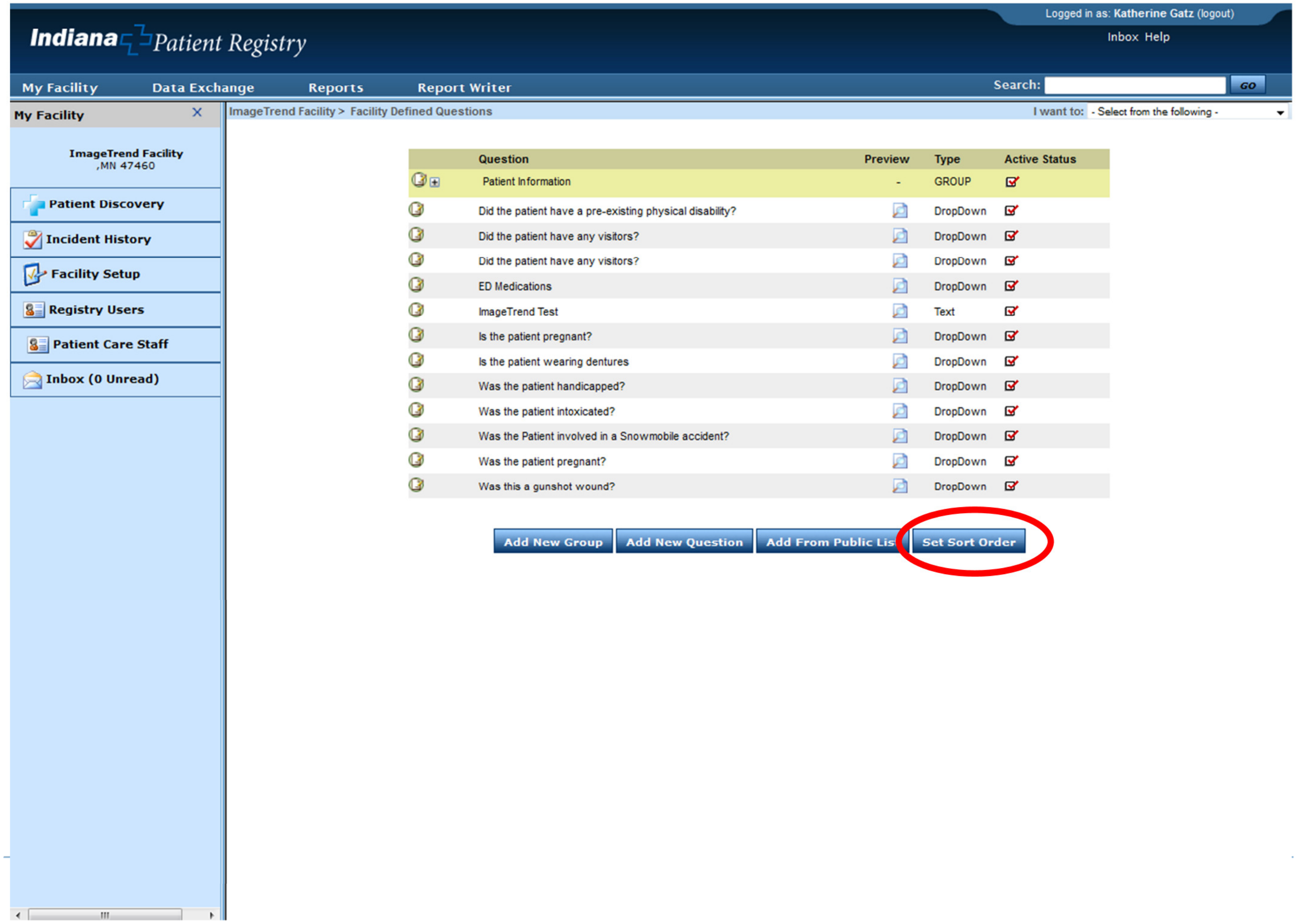
When you select "I Want To: View Facility Defined Questions", you are brought to the screen shown. Clicking the "Add From Public List" button allows you to see questions created by other facilities that have been made public for all ImageTrend users.

Public Questions Screen



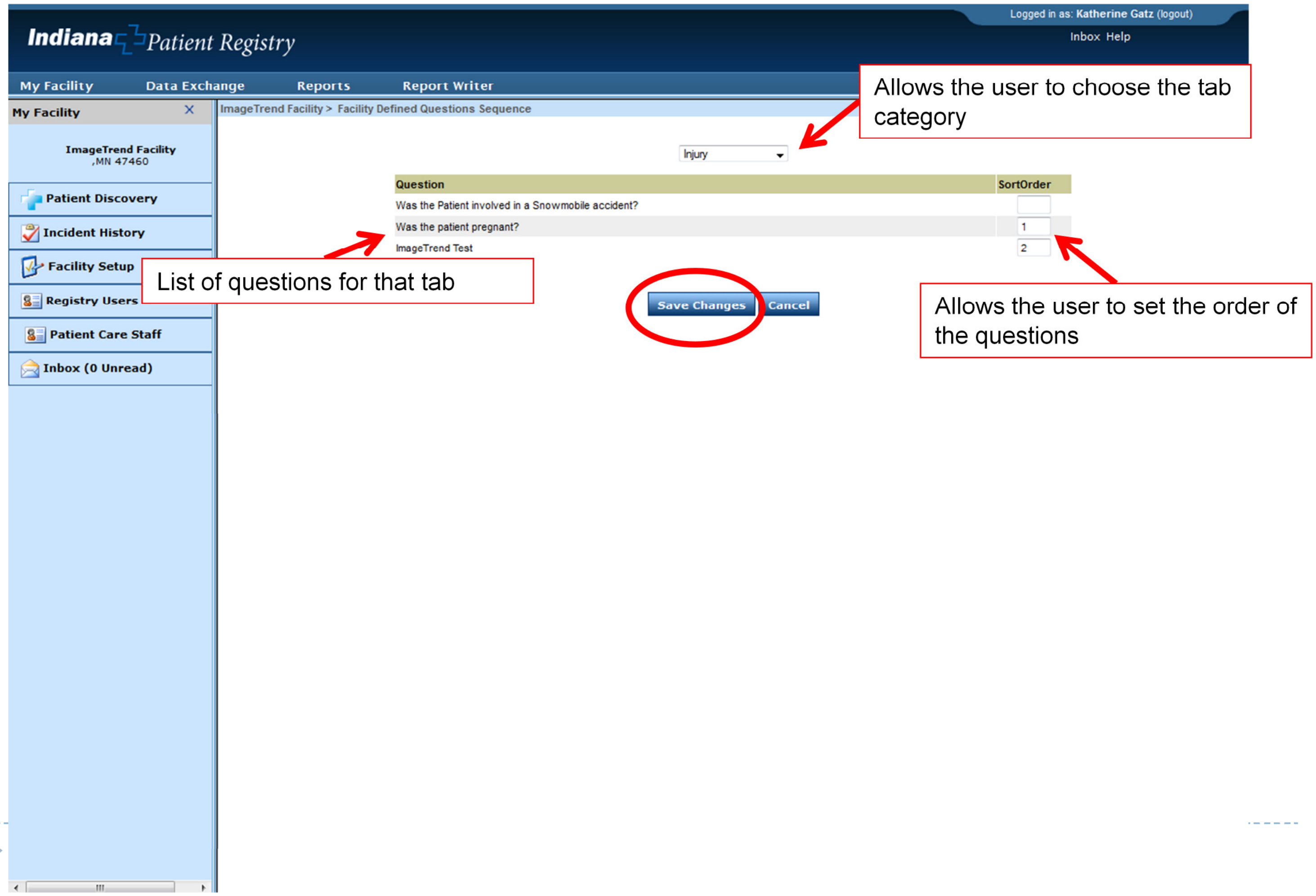
You can preview the questions created, know the date the question was originally created, and have the option to add that question to your own facility defined questions. After you have finished modifying the settings for the question, click the “Cancel” button. This will return you to the main “I Want to: View Facility Defined Questions” screen.

I Want To:
View Facility Defined Questions (6)



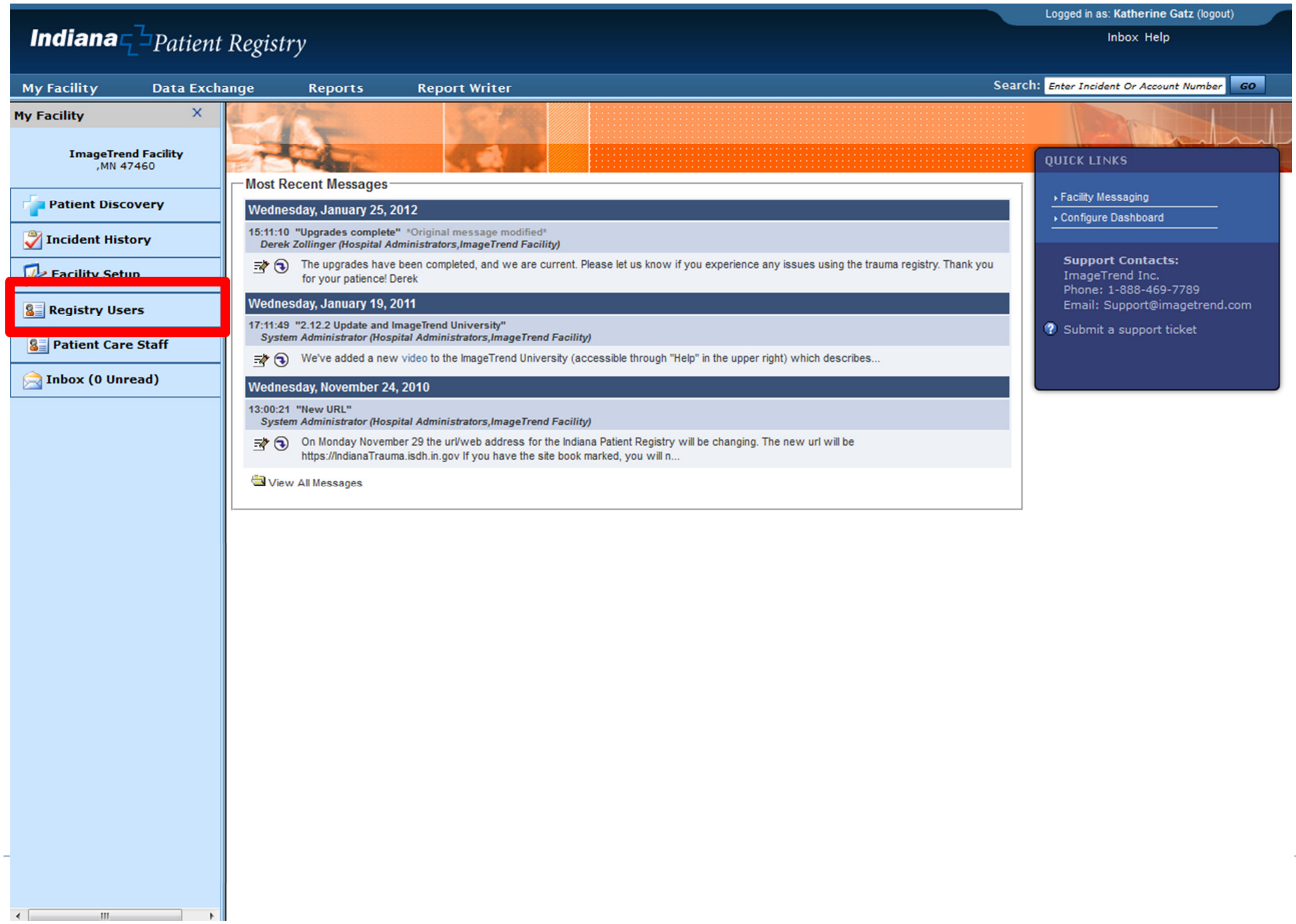
When you select “I Want To: View Facility Defined Questions”, you are brought to the screen shown. Clicking the “Set Sort Order” button allows you to set the order of the facility defined questions in each tab.

Set Sort Order Screen



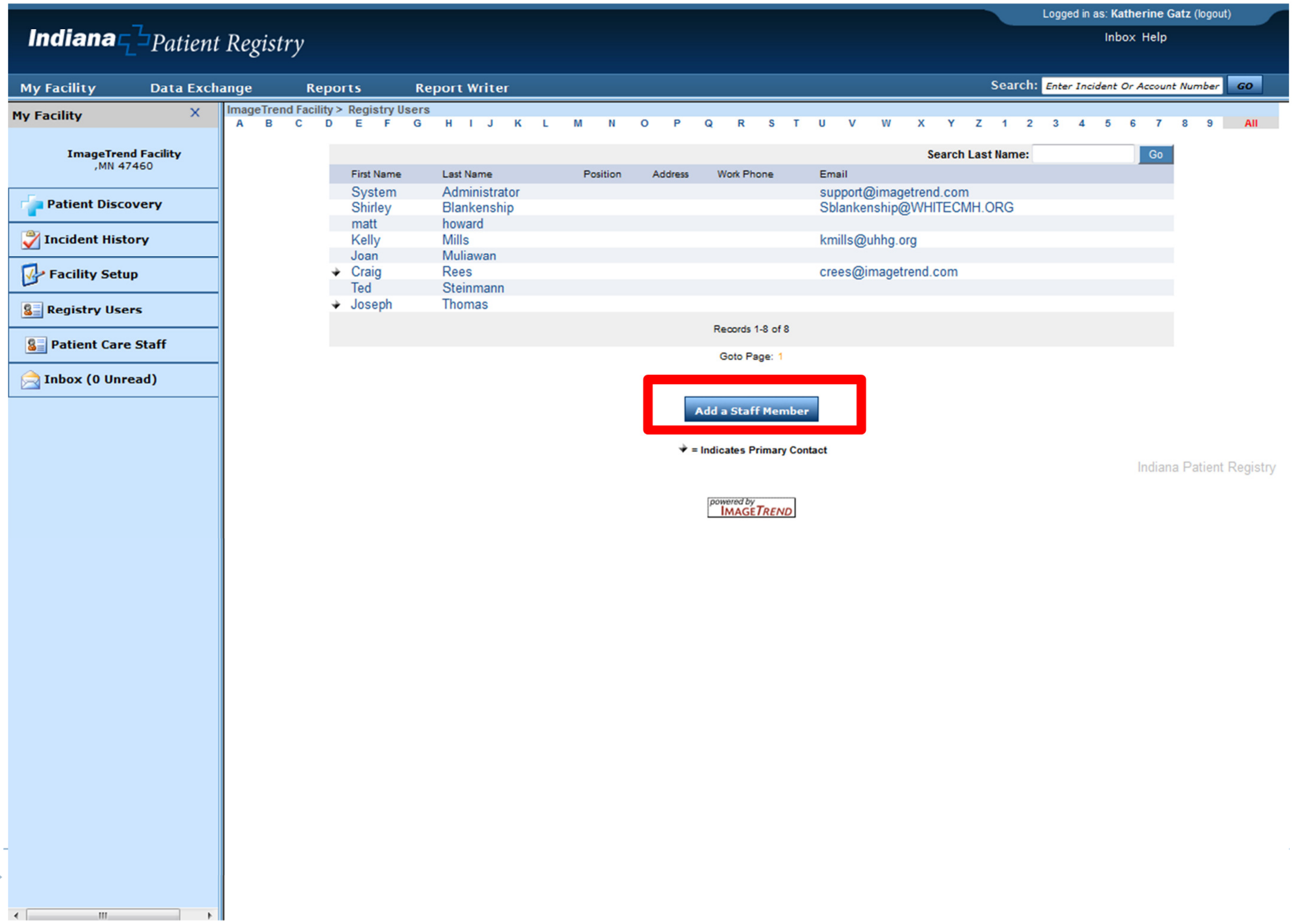
After you have finished modifying the settings for the question, save the settings by clicking the “Save Changes” button. This will return you to the main “I Want to: View Facility Defined Questions” screen.

Registry Users Screen



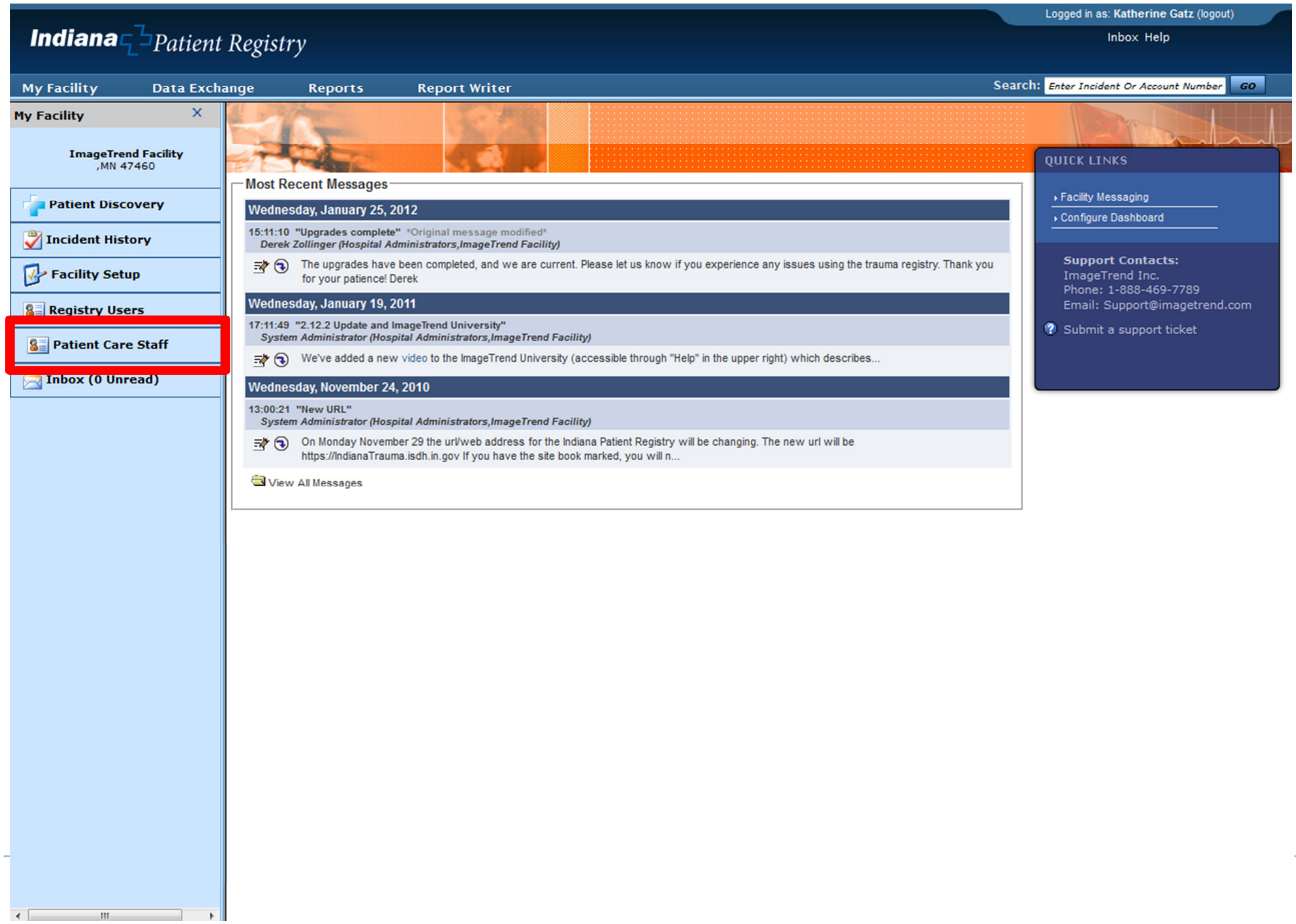
Click on the “Registry Users” icon to view the current list of users that have access to your facility.

Registry Users Screen (2)



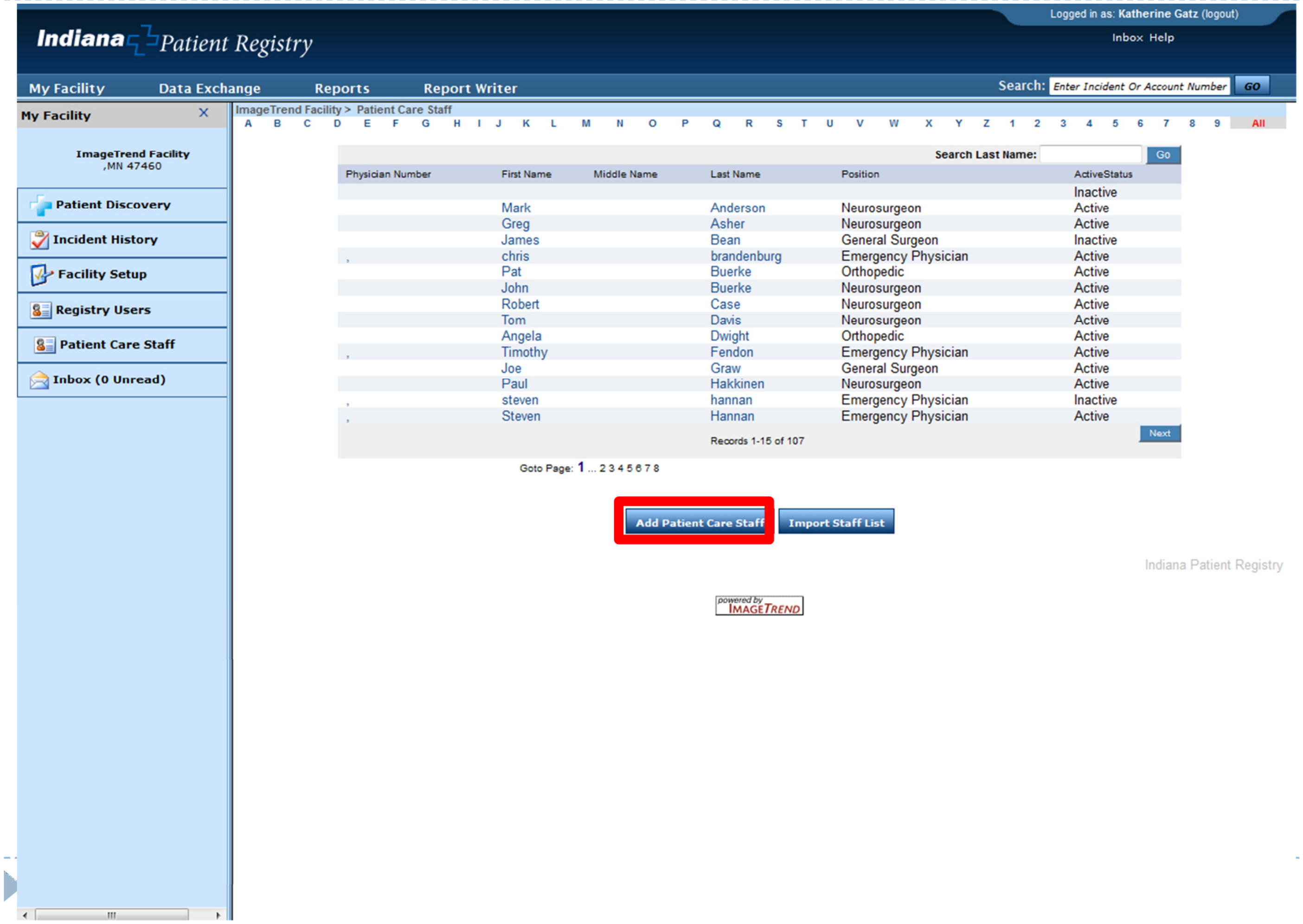
Clicking on the registry user's name allows you to update their contact information. You can also add a new staff member by clicking the "Add a Staff Member" button. A primary contact means that that person has Hospital Administration rights. If someone leaves your facility, it is best to deactivate their account and NOT to DELETE their account because incident records could be tied to their account. It is also important NOT to create a new account for a user if he/she has forgotten their password or locked out their account. Please contact the system administrator or

Patient Care Staff Screen



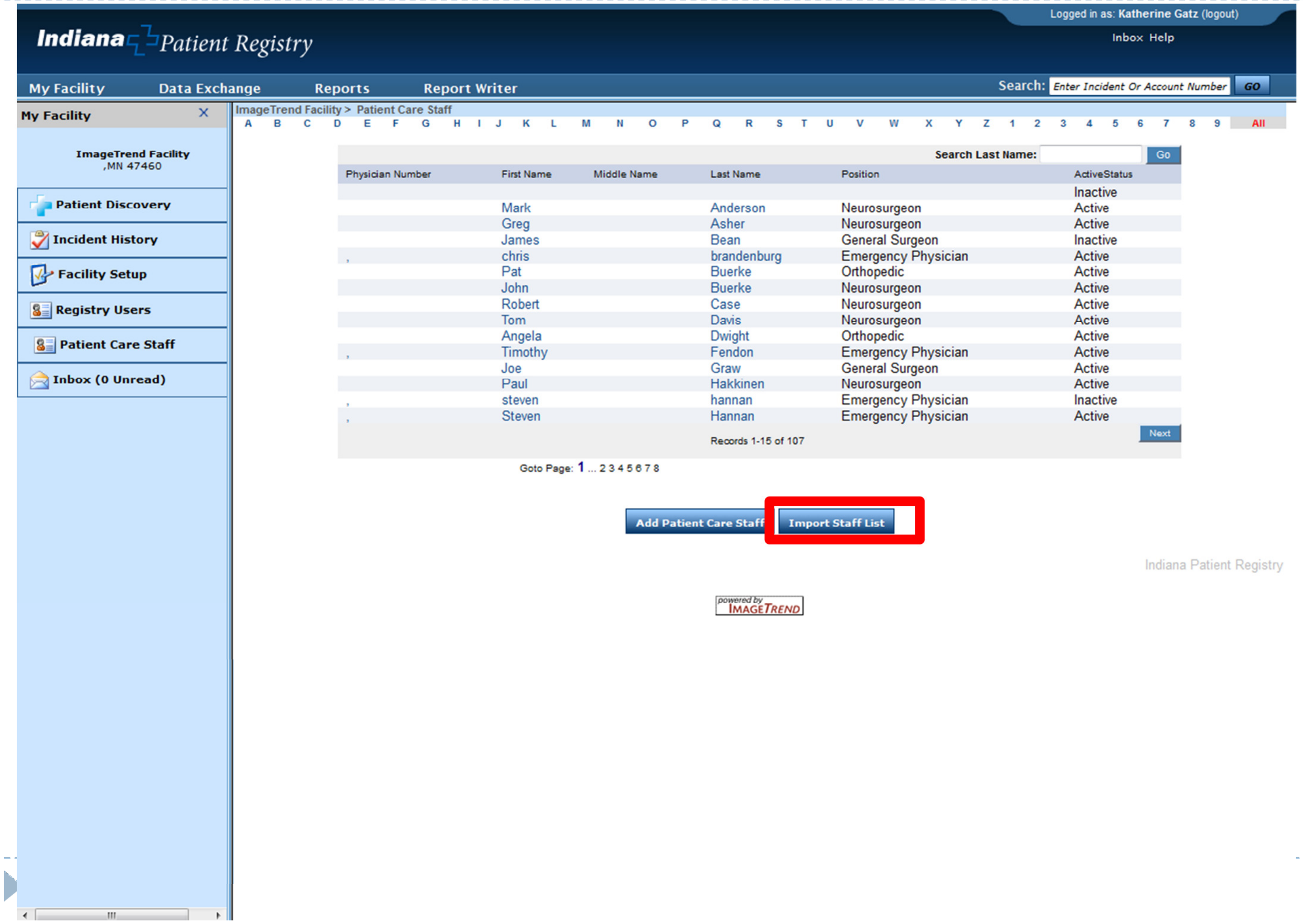
Click on the “Patient Care Staff” icon to view the current list of staff at your facility.

Patient Care Staff Screen (2)



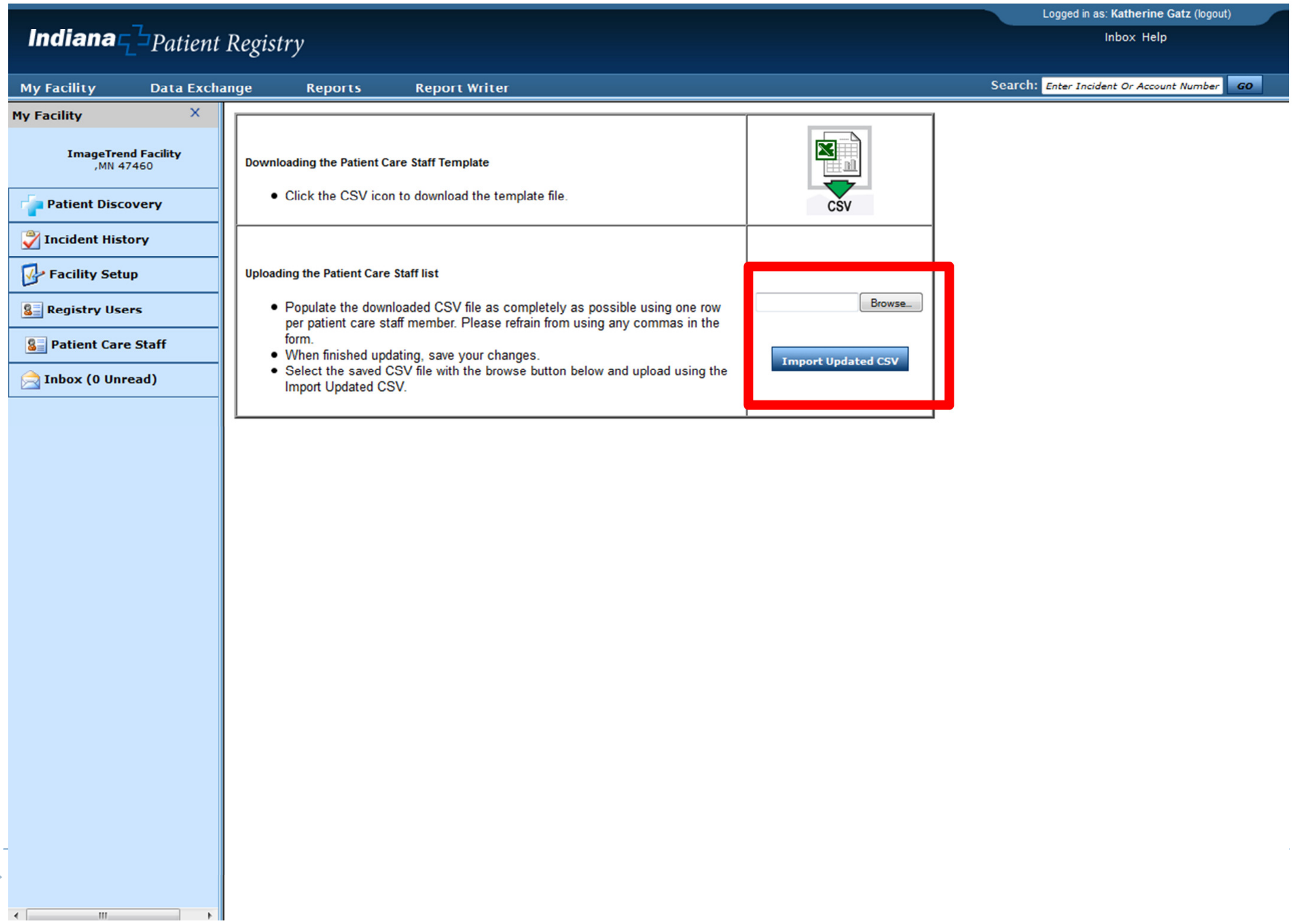
Clicking on the staff member's name allows you to update their contact information. It is recommended to enter the physician number if you have multiple staff members with the same name. You can also add a new staff member by clicking the "Add a Patient Care Staff" button.

Patient Care Staff Screen (3)



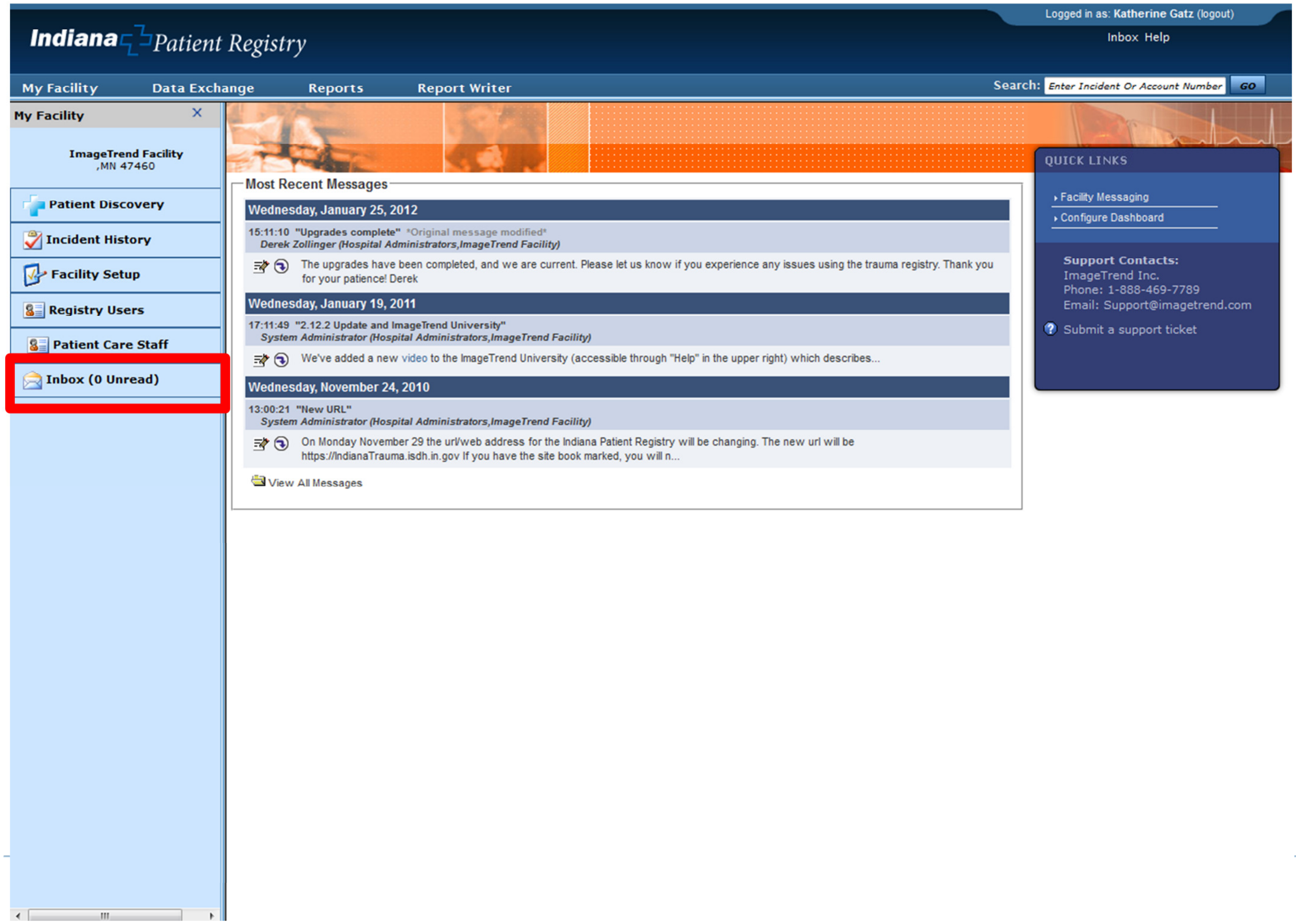
If someone leaves your facility, it is best to deactivate their account and NOT to DELETE their account because incident records could be tied to their account. If you have several staff member's to add, you can import a list by clicking the "Import Staff List" button.

Patient Care Staff Screen (4)



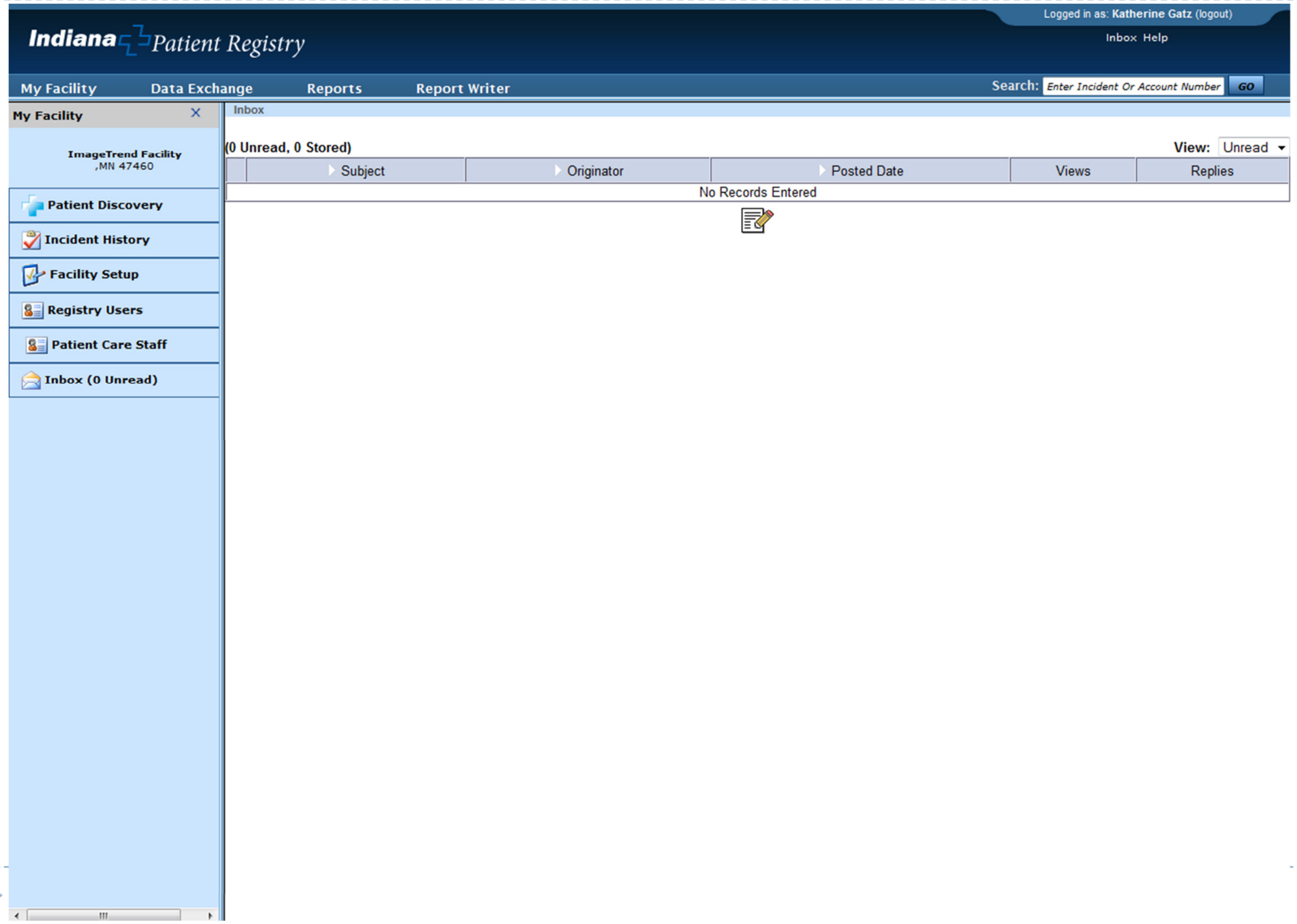
If you have several staff member's to add, you can import a list by clicking the "Import Staff List" button. It will bring you to a screen where you can upload a .csv file. Contact the system administrator if there are questions on how to create a .csv file. After selecting the file you would like to upload, you can click the "Import Updated CSV" button to upload the file.

Inbox Screen



Click on the "Inbox" icon to view your mailbox.

Inbox Screen (2)



You can view any messages sent through ImageTrend to you, or you can create a message to send to someone else that uses ImageTrend, including the system administrators.